

NDC Research Ethics Policy

Policy Number	Version 1.0
Approved Date	20 Nov 2019
Effective Date	
Review Date	20 Nov 2019
Accountable Officer	Studies and Research Wing Commander
Responsible Officer	Head of Research Department - Studies and Research Wing

Contents

1	Definitions	3
2	Purpose	3
3	Research Ethics Policy	3
4	Research Ethics Policy Involving Human Subjects	3
5	Ethical Guidelines for NDC Research.....	4
5.1	Informed Consent.....	4
5.2	Deception	5
5.3	Other Ethical Guidelines	5
5.4	Ethical Considerations checklist	5
6	Failure to Comply with this Policy.....	6

1 Definitions

For the purpose of this document, the following definitions shall apply:

NDC: National Defence College

RC: Research Committee

CC: College Council.

2 Purpose

This policy emphasizes the NDC's commitment to ethical conduct in all research efforts and processes. It is intended to facilitate excellence in research while promoting sound ethical standards, which are a pre-requisite for excellent research.

3 Research Ethics Policy

NDC research shall maintain high ethical standards, aligned with college integrity and code of conduct policies and UAE laws. Each faculty, researcher and student at NDC must ensure the compliance of their research with NDC ethical standards and include a section about ethics checklist when submitting an NDC related research proposal. To this extent, the Research Committee (RC) is overseeing research ethics in NDC research with proper disciplinary recommendations on cases of ethical misconduct to the College council (CC).

4 Research Ethics Policy Involving Human Subjects

Human subjects are individuals from whom a NDC researcher research obtains data or identifiable private information. Research involving human subjects is a moral enterprise invested by mutual respect and trust between participants and investigators. The human subject expects that no data or information which has been provided for specific purposes

will be made public. Research ethics dictates and guides the conduct of the researcher towards the research participants' rights and any other personnel affected by the research.

In the conduct of research, the risk of foreseeable harm to the physical, psychological, social well-being, health, values and dignity of participants should be addressed and minimized. Researchers must outline how they can determine that the subjects' privacy is protected and the confidentiality of data is maintained during the research effort as a part of their proposal. They must also ensure that risks to subjects are minimized during research. Researchers must follow ethical guidelines to ensure that there is no physical or psychological harm to the participants. These ethical guidelines are discussed in the following section.

5 Ethical Guidelines for NDC Research

When any research involving human subjects occurs, particular emphases must be placed on the subjects' informed consent, deception, freedom to withdraw, protection from mental and physical harm, confidentiality, anonymity and privacy. When submitting a proposal, researchers shall define risks, participants' treatment, consent forms, research information sheet, data handling, and confidentiality and privacy issues.

When a faculty member conducts research including human subjects, it is crucial that this research occurs only after a successful application has been made to the Research Committee. The researcher must complete the Research Support Application Form and submit it by the dates stated within the Research Support Application Policy.

Capstone students wanting to conduct research including human subjects (for example, interviews and surveys) must identify and detail this in their formal capstone proposal, due in November each year. The Capstone Committee will review all such requests.

5.1 Informed Consent

Researcher must obtain informed consent from research participants before conducting the data collection phase. Researchers will prepare a form containing the purpose of the research and the time it will take the participant to finish the procedures of the study. It will

also include any potential research benefits, risks, results confidentiality and statements that give the potential participant the freedom to leave at any time without any penalties or consequences. If the participant returns the form and agrees to participate, then the informed consent process is completed.

5.2 Deception

Deception is hiding information to misleading the participants towards actions that they might not conduct had they been told the truth. Researchers will debrief participants at the end of each research to explain all aspects of the study. It is in this debrief that all participants' questions will be answered and desensitizing will be implemented to help participants overcome any discomfort or distress caused by the study.

5.3 Other Ethical Guidelines

An important ethical concern in research is protection from mental and physical harm. Researchers should address any risk involved with regard to the participants of the study. Another addressed issue is confidentiality and anonymity. Researchers shall not reveal information that could be used to identify participants' identity to preserves the anonymity of the participants.

5.4 Ethical Considerations checklist

When submitting research proposal to NDC RC, Each proposal shall contain an ethical checklist section containing the following when appropriate:

1. Research ethics acknowledgment: a statement showing the researcher's understanding, commitment and respect to NDC research ethics and UAE laws.

2. Risks: potential risks to research participants: any foreseen risks to research participants, physical or psychological, should be addressed in the research proposal along with measures to address those risks.
3. Information sheet: information sheet clearly stating research objectives and participants involvement in the research should be given to potential research participants before asking for their informed consent.
4. Informed consent: a sample Informed Consent paper with a section that include a research participant signature should be submitted with the proposal and obtained before the participant take part in the research.
5. Confidentiality and anonymity: all matters related to protecting research participants' privacy, data protection, must be addressed in the research proposal.
6. Deception: if the research uses deception, then researcher must address the rationale for using the technique.
7. Other ethical considerations: if there are other ethical matters related to the research, the researcher is required to address them in this section.
8. Research findings dissemination: a section explaining the dissemination of findings should be established in the research proposal.

6 Failure to Comply with this Policy

Noncompliance by researchers with any aspect of this policy might be considered as a research misconduct that will require a disciplinary action according to faculty handbook.