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| **Research Ethics Application Form** |

**Declaimer**

This application applies for both students, faculty and staff of the NDC. This application applies for all research projects involving human subjects, whether the research project is done using NDC resources or not. This application applies to all kind of research projects including publications.

The commencement date of the research project will be the approval date of the Research Ethics Application by NDC. This approval is valid for one year (unless otherwise specified), or when the project is completed (whichever date is nearer). If the researcher needs extension beyond the one year timeframe, he/she must send an email explaining the rational for this extension to the research department of the NDC at least two weeks prior to the expiration of the current ethical approval.

The research Project MUST NOT COMMENCE until ethical approval has been granted by the Research Department of the NDC.

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| 1. **Researcher details**
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**1.1 Principal Researcher & Supervisor Information**

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|  | **Principal Researcher** | **Supervisor (If Applicable)** |
| **NDC (Faculty/staff/student) ID** |  |  |
| Title (e.g. Prof, A/Prof, Dr, Mr) |  |  |
| First Name |  |  |
| middle Names |  |  |
| Family Name |  |  |
| Email |  |  |
| Telephone (office) |  |  |
| Mobile |  |  |

**1.2 Secondary Researcher(s)** (*Leave blank if not applicable)*

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| --- | --- | --- | --- |
| **NDC Faculty/Staff /Student ID** | **Full Name** *(Include title e.g. Dr)* | **Email** | **Telephone** |
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| 1. **Research project details**
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*Note: If the proposed research is for the purpose of staff research only, go to Section 3.*

**2.1 Will your research be conducted outside of UAE?**

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| ☐ Yes | ☐ No |

If yes, please:

* Outline what arrangements you have made with NDC Research Department whilst outside of UAE to ensure that interviewees are duly respected and protected. This includes, but is not limited to an individual interviewee or group of interviewee’s beliefs, customs, and cultural heritage
* Provide detail of any ethical approval processes in the country that you need to obtain (If known/applicable).

***Note:*** It is your responsibility, as the researcher, to ensure that the research you plan to undertake is lawful in that country. Please ensure that you review this aspect of your research thoroughly, and discuss with NDC Research Department.

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| 1. **Research Project details**
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* 1. **Research title**

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**3.2 Research summary (**Aim, Interviewee group(s), Outcomes - 300 words max**)**

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**3.3 Research Categories**

Please check as many categories that are relevant to this research:

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| ☐ | Anonymous questionnaire/ survey*(Interviewees are not personally identified and cannot be re-identified from collected data)* |
| ☐ | Code (potentielle identifiable) questionnaire/ Survey |
| ☐ | Identified questionnaire/ survey |
| ☐ | Examination of student work, educational instructional techniques etc. |
| ☐ | Observation (Overt with interviewee’s knowledge) |
| ☐ | Observation (Covert without interviewee’s knowledge) |
| ☐ | Focus Groups  |
| ☐ | Interviews (Structure or unstructured) |
| ☐ | Telephone interviews |
| ☐ | Recordings  |
| ☐ | Other (please provide details) |
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**3.5 Research Design**

Outline the proposed research design (300 words), including:

* data collection technique/s and instruments
* task/s interviewees will be asked to complete
* estimated time commitment required of interviewees per technique
* the procedure associated with the project
* how data will be analysed.

***Note:*** If you are using more than one data collection technique (identified in Section 3.4.) and/or interviewee group, please provide specific details for all techniques/groups.

If you have already completed the research support application form, you can ignore this section.

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| 1. **Interviewee Details**
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**4.1 Interviewee Details (Names, positions, & affiliations)**

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**4.2 List all of the cities and countries where the data will be collected.**

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**4.3 Does this research involve NDC staff, faculty, students or data?**

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| ☐ Yes | ☐ No |

If indicated YES,

* Please specify whether you have obtained written permission from NDC Research Department to interview NDC faculty, staff or students and provide documentary evidence of the approval granted.

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| 1. **RISKS AND BENEFITS**
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**5.1 Please indicate any potential risk/s to a interviewee, researcher, or others connected with the proposed project.**

Risk is a potential form of harm, discomfort or inconvenience, and involves both the likelihood that a harm (or discomfort or inconvenience) will occur, and the severity of the harm, including its consequences.

Researchers are encouraged to reflect on what they will be “doing” to a interviewee at each stage of the research project, as well as what they will be “leaving” with a interviewee. Ethical conduct of research is about more than just “taking” the information that you wish to use for your research project.

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| ☐ | **Psychological risk***A psychological risk refers to harms that include anguish, significant emotional upset, anxiety or stress. In some cases (e.g. with a high level of suicide ideation or clinical depression) this can include devaluing personal worth.* |
| ☐ | **Social risk** *Research can have deleterious impacts on personal relations (e.g. within a familial unit) or peer relations (e.g. the standing of an individual within their peer or work group). These risks can frequently be an issue for research in broad social sciences, where research can often relate to, and impact upon, personal relationships.**Pre-existing or dual relationships between the investigator/s and interviewee/s are also encompassed within this potential risk.* |
| ☐ | **Economic risk***Economic risks are those relating to loss of income, loss of job or career prospects, loss of benefits or entitlements, diminished market share or brand reputation, or other factors that might have deleterious financial implications*. |
| ☐ | **Legal risk***Some research can raise legal risks, such as civil or criminal proceedings, fines or some other form of regulatory response. While research can justifiably be intended to expose illegal or inappropriate behaviour, such research typically requires a higher level of ethical review.* |
| ☐ | **Other risks** (Please provide details) |
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**5.2 Please indicate your assessment of the overall level of risk to interviewee**

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| ☐ | Extreme Risk |
| ☐ | High Risk |
| ☐ | Some Risk |
| ☐ | Low Risk |
| ☐ | No foreseeable risk associated with this project  |

*Note: if you have indicated a potential risk in Section 5.1., then you must indicate at least ‘low risk’ in this section*

If you ticked yes to any of the risks mentioned above, please explain how you intend to address these risks:

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| 1. **Data collection, storage, disposal, reporting and future use**
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**Identifiability of data**

Consider the identifiability of your data when you are collecting it from interviewees, reporting results in the public domain and storing it at the completion of your project. Data may be in the following form(s):

* **Individually identifiable** – data from which the identity of a specific individual can reasonably be ascertained (e.g. when researchers are collecting information from a interviewee in a face-to-face interview; audio and video recordings).
* **Re-identifiable** – data from which identifiers have been removed and replaced by a code, but it remains possible to re-identify a specific individual (eg if researchers are labelling questionnaires with codes and have a key that matches interviewee names to the codes).
* **Non-identifiable** – data that has never been labelled with individual identifiers or from which the identifiers have been permanently removed (eg if researchers are conducting an anonymous online survey).

More than one response is possible as you may be collecting multiple types of data in different forms. If so, please explain. In describing the identifiability of your data, it is important to not only consider individuals, but also organisations, institutions, businesses etc.

**6.1 Collection, Reporting and Storage of data**

The information collected by the research team from interviewees will be in the following form(s):

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| ☐ Identifiable |
| ☐ Re-identifiable |
| ☐ Non-identifiable |

**6.2 Provide details of how and where you will store the data, both during, and after the completion of the research project**

**Note**: Normally, requirements are to store all files on password protected computers. Copies of data should be kept at the NDC, but can also be stored elsewhere provided the data is secure.

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| 1. **Privacy**
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**7.1 Does this project involve obtaining identifiable information (e.g. data) from a third party without prior consent from the interviewee(s) or their legal guardian(s)?**

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| ☐ Yes | ☐ No |

If Yes,

* Outline the details of the information
* Include the details of the third party

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**7.2 Will the research involve access to identifiable personal information?**

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| ☐ Yes | ☐ No |

If Yes,

* outline the measures to obtain prior consent from the identified individuals
* outline procedures to address the regulatory privacy considerations

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| 1. **CHECKLIST**
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| survey | ☐Survey☐Invitation Letter☐Interviewee Information Sheet (PIS)☐Consent Form |
| Interview/ focus groups | ☐Interview / focus Group Protocol ( Questions)☐Invitation Letter☐Interviewée Information Sheet (PIS)☐Consent Form |
| Other method (where applicable) | ☐Instrument☐Invitation Letter☐Interviewée Information Sheet (PIS)☐Consent Form |
| Evidence of permission from external organisation to conduct research and/or recruit interviewees (e.g. School or Hospital) | ☐Yes☐Currently being sought☐N/A |
| Evidence of permission to recruit NDC Staff/Students | ☐Yes☐Currently being sought☐N/A |
| Parental approval for interviewees under the age of 18 | ☐Yes |
| Other, please describe |  |

**SIGNATURES PAGE**

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| **Project Title** |  |

**Declaration**

I/we the undersigned confirm that the information contained in this application is accurate; conduct will not commence until ethical certification has been granted; and all members of the research team will conduct this project in accordance with the laws and regulations of the UAE, and will comply with any other conditions laid down by the National Defence College of the UAE Research Committee.

**Primary Researcher**

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| **Name (please print)** | **Signature** | **Date** |
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**Supervisor (if applicable)**

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| **Name (please print)** | **Signature** | **Date** |
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**Other Investigator/s**

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| --- | --- | --- |
| **Name (please print)** | **Signature** | **Date** |
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**Submission:**

* Please forward the finalised application including supporting documentation via email to researchdepartment@ndc.ac.ae