**RESEARCH ETHICS POLICY**

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**OFFICE OF RESEARCH, INNOVATION & COMMERCIALIZATION (ORIC)**



**RAWALPINDI WOMEN UNIVERSITY**

**RAWALPINDI**

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# Introduction

The Rawalpindi Women University, Research Ethics Policy sets out in detail the requirements for ethical review of all research activity at the university. Research integrity and good conduct are essential aspects of research at the University and a core part of a sustainable research culture. Rawalpindi Women University (RWU) is fully committed to ensuring good conduct of all research undertaken by its staff/faculty/students through its engagement with external research collaborators and stakeholders. All faculty members and students involved in research activity have a responsibility to uphold the high professional standards and integrity that are fundamental to our commitment to research. The University's researchers have a responsibility to society, their profession, the University, and the funders of their research to take ownership of their research practices and conduct, the actions of faculty and students conducting research under their direction, and to use their best efforts to maximize the value of any public or private funds that are invested in their work.

RWU has established the Office of Research, Innovation and Commercialization (ORIC) in accordance with the Higher Education Commission's guidelines. ORIC's mandate is to support the university's superior research process and its commercialization. ORIC focuses on technology transfer, IPRs, ethical parameters of research, planning, execution, support, and research training for both faculty and students in order to foster industry-academia ties and offer a suitable framework for the commercialization process.

# Ethical Institutional Review Board (IRB)

An independent Ethical Institutional Review Board (IRB) of RWU has been established by the competent authority, overseen by the Director ORIC to ensure adherence to professional, legal, and ethical standards in all RWU research processes. The IRB is currently comprised of Ten (10) members.

1. IRB was formed by the recommendations of the Director ORIC. The IRB included the faculty members from the Faculty of Sciences & Social Sciences and the same shall be approved by the Vice Chancellor.
2. Convener IRB may invite eminent scholars/researchers from RWU from time to time to the meeting(s) of RWU.
3. The term of office of the committee shall be three (03) years.

## The Role of the Ethical Institutional Review Board (IRB)

The Ethical Institutional Review Board is mandated to monitor ethical compliance and ensure that the research process meets ethical requirements. The general role of IRB is:

* + 1. To promote a culture of research ethics in research practices at RWU.
    2. To advise ORIC for training and other activities to build capacity for research ethics at RWU.
    3. To serve as ethics monitoring and compliance authority for all research at RWU.

# The Objective

The objective is to develop a culture of ethics, integrity and academic honesty in the research process and undertakings of RWU. To guide researchers, build ethical capacity and ensure compliance accordingly.

# The Scope

The scope of the policy is to provide facilitation to students, staff, and faculty of RWU for maintaining high standards of ethics in their research process.

# General Principles

The RWU Research Ethics Policy is based upon widely accepted principles and practices governing research participants. The key elements are:

1. Minimal risk of harm to participants and researchers.
2. The potential for the benefit to society.
3. Preserving the dignity of participants.
4. Minimal risk of harm to the environment.
5. Voluntary informed consent by participants, or special safeguards where this is not possible.
6. Transparency in declaring funding sources.
7. Confidentiality of information supplied by research participants and anonymity of respondents.
8. Acknowledgement of assistance.
9. Appropriate publication and dissemination of research results.
10. Independence and impartiality of researchers.

# RWU Research Ethics Policy

## Coverage

* + 1. RWU Research Ethics Policy covers all the research undertakings of RWU and external collaborators of RWU who complete any research with RWU students/faculty/staff, including surveys, observations, focus groups, lab experiments, field trials, human and animal interventions and other forms of investigation.
    2. The policy covers research activity undertaken by RWU staff, students, faculty and other persons.
    3. The policy covers research undertaking which interacts with humans, animals, and objects of RWU, other organizations, cities, states, countries, and stakeholders involved in research.
    4. All types of research projects/consultancies etc. should be channeled through ORIC RWU.

## Principles

### First Principle

* + 1. No harmful effect is to be allowed in any kind of research intervention on human, animal and public property.
    2. No risk or damage to physical, mental, emotional, financial or any other form is to be permitted in any kind of research undertaking.
    3. No research undertaking is permitted to cause loss of public property, damage to the environment and involve any hazardous activity for people and animals.
    4. The personal identity of participants, respondents, observed people and others taking part in research must not be disclosed or published without consent.
    5. Integrity and honesty with humans, animals, public property and institutional research must be observed on priority.
    6. Impartiality and nonbiased approach must be observed in the case of ethnicity, religious values, gender and specific groups of people and society.
    7. No element of force is to be allowed to coerce persons to take part in research.
    8. Consent of participation and understanding of research activity is mandatory.

1. **Second Principle**
2. Obtaining prior consent is a prerequisite for any research process from the research participants. ***(Annexure III)***
3. A clear explanation of predictable risks and associated benefits is required and must be agreed upon voluntarily by participants for research.
4. Obtaining prior consent is a prerequisite for any research process from the owner/caretaker of animals and public properties selected for research.
5. Informed consent is a prerequisite for any research process from the caretaker of children, people with disability, or anyone/anything involved in research, with no ability to provide informed consent.
6. Permission is required if humans and animals of other collaborative institutions are involved.
7. **Third Principle**
8. A plagiarism report is a prerequisite for any kind of research approval duly signed by Director QEC and Director ORIC of RWU.
9. Approval of the Ethical Institutional Review Board (IRB) is mandatory at the stage of final submission regarding compliance with research ethics.
10. Research supervisors/Principal Investigators assume the responsibility of ethical compliance and guidance during the research process.

## Legal Aspects

* + 1. Research ethics policy does not cover anything prohibited by the prevailing laws of Pakistan.
    2. Research ethics policy and permission of the committee do not cover permission of humans and animals involved by collaborative institutions.
    3. The research ethics policy and all the approvals of the committee are in accordance with the university’s rules and regulations.
    4. The researcher is under obligation to abide by the law of the state and country.
    5. The researcher is under obligation to abide by the rules and regulations of collaborative partners involved in research.

## Contingencies

* + 1. The research ethics policy and permission of the committee do not cover any commitment made by the researcher.
    2. Any dispute that arises between the researcher and the committee may be referred to the Director ORIC for dispute resolution.
    3. Any dispute that arises between the researcher and the collaborators/participants/third party may be referred to IRB.
    4. The researcher bears the sole responsibility for abiding by generally accepted principles and practices of research ethics.
    5. The notified convener/head of the Ethical Institutional Review Board needs to be approached through the submission of an official form **(attached herewith as Annexure I)**.

## Human-Related Research (Definition)

All human-related research which includes one or more of the following requires ethical assessment and approval at the appropriate level:

* + 1. Direct involvement through physically invasive procedures, such as the taking of blood samples
    2. Direct involvement through non-invasive procedures, such as laboratory-based experiments, interviews, questionnaires, surveys and observations.
    3. Indirect involvement through access to personal information and/or tissue
    4. Involvement requiring consent on behalf of others, such as by parents for a child participant

## Vulnerable Participants

Some participants may be particularly vulnerable to harm and may require special safeguards for their welfare. Particularly vulnerable participants might be:

* + 1. Infants and children under the age of eighteen
    2. People with physiological and/or psychological impairments and/or learning difficulties.
    3. People in poverty
    4. Relatives of sick, or recently deceased people
    5. People with only a basic/elementary knowledge of the language of the researcher
    6. Minorities
    7. Females

## The Legal Framework, the Role of Professional Associations, and Research Councils

1. All the research projects, academic, industrial or otherwise, must meet the legal requirements of Pakistani and international laws and statutory regulations.
2. Researchers in each specific discipline should comply with any research ethics guidelines set out by their professional associations.
3. Research Councils, charitable trusts and other research funding bodies in most cases require an undertaking from grant applicants that research proposals involving human participants have been approved by the RWU Institutional Review Board.

## Plagiarism

RWU shall not permit any sort of plagiarism from students/faculty researchers. The Official Plagiarism Report must be signed by CLO RWU and it must stay below the acceptance level given by HEC. **HEC’s Plagiarism policy is attached herewith as Annexure II.**

In the case of infringement of the Ethics Policy, specific sanctions will be imposed, depending on RWU’s BASR decision, ranging from financial penalties to temporary suspension or expulsion.

### HEC’s Plagiarism policy must adhere to letter and spirit.

Following are some major points discussed in plagiarism policy:

* + 1. Improper citation without dishonest intent.
    2. Citing a source that does not exist.
    3. Signing in for another author.
    4. Copying or using unauthorized materials, devices, or collaboration.
    5. Falsifying evidence or data or other source materials, including falsification by selectively omitting or altering data that do not support one’s claims or conclusions.
    6. Intentionally destroying or obstructing another researcher’s work.
    7. Knowingly violating research or professional ethics.
    8. Submitting as one’s own work a text largely or wholly written by another person(s).
    9. Copying or paraphrasing substantial sections from one or more works of other authors into one’s own text, without attribution, that is, omitting any reference to the work(s) either in the body of the text, in footnotes or the bibliography/reference list.
    10. Paraphrase a substantial section or several smaller sections of other text(s) without any reference in the body text, but the work is included in the bibliography/reference list.
    11. Copying/verbatim two or three not necessarily consecutive phrases, or one or two not necessarily consecutive sentences, from the work of others without attribution.
    12. Copying/verbatim one substantial or several smaller sections from another text without quotation marks but with the reference provided within the student’s text.
    13. Submitting without permission one's own work that has been largely or wholly submitted for credit to another course.
    14. The ratio of the Turnitin similarity index would not be the only indicator of Plagiarism. However, it would be the responsibility of the supervisor to check the plagiarism beyond the Turnitin / any other similarity-checking software report.

## Plagiarism and Measures to be Taken in Cases Confirmed as Plagiarism

* + 1. Summarizing an author’s ideas at length but only mentioning the author or the source at the end of the paragraph.
    2. Mentioning an author with an appropriate citation in an earlier sentence but no attribution in subsequent sentences, so that it is unclear whether the author's ideas are continuing or the writer’s own comments are being offered.
    3. Including a correctly referenced short fragment from another text but without quotation marks
    4. Using an author’s work with incomplete reference e.g. page number is missing, or the work appears only in a footnote/parenthesis and is missing from the reference list.

The following measures can be taken in cases confirmed as plagiarism;

* + 1. An oral or written reprimand
    2. Receive a written reprimand
    3. Financial punitive measure
    4. Contract with RWU ceases

### *\* RWU decision will be binding in case any dispute arises between the researcher and RWU.*

### Confidentiality and Anonymity

### Confidentiality in research means that information and data provided by participants in a relationship of trust must not be disclosed to others without their prior agreement. It requires researchers to ensure that all records and data are securely stored and protected against unauthorized access or inappropriate disclosure.

### Informed consent must clearly explain how confidentiality will be maintained, including details about:

### The measures are in place to protect participants' information.

### Who will have access to the data (e.g., the research supervisor or research team).

### The scope and methods of confidentiality protection.

### By maintaining confidentiality, researchers uphold ethical standards, safeguard participants' trust, and protect sensitive information.

### *Anonymity*

### Researchers should ensure participants' anonymity by collecting data that cannot be connected to their personal identities. If this is not practical or appropriate, researchers must implement strict measures to anonymize the data at the earliest opportunity.

### In some disciplines or methodological traditions, ensuring anonymity may not be feasible. For instance, in journalism, it may not be possible or necessary to conceal the identities of high-profile individuals, such as prime ministers or sports stars, who are interviewed. Similarly, certain research methods inherently make complete anonymity impractical. For example, in action research, where researchers and practitioners collaborate in dual roles and work across multiple teams, anonymity cannot be guaranteed. In such cases, researchers must explain in their application why the principle of anonymity does not apply.

### 6.11 Reciprocity

### Reciprocity in research emphasizes the importance of maintaining a fair exchange between what participants contribute and what they receive in return. It should be an integral part of the research design, fostering a collaborative and mutually beneficial relationship between researchers and participants.

### Researchers should work with governments and relevant stakeholders to ensure that any interventions, products, or knowledge generated through the research are promptly made accessible to the community or population involved. Additionally, efforts should be directed toward strengthening local research capacity.

### Researchers should consider various ways to acknowledge and compensate participants for their time and contributions. This could include sharing research findings, offering formal acknowledgement, or organizing workshops and seminars for schools or community groups.

# Annexure I

## Research Ethics Approval Form

**(For Scientists/Researchers/Students)**

|  |  |
| --- | --- |
| **Details of Researcher/Scientist/Student** | |
| **Name of The Researcher/Scientist/Student:** | |
| **Designation (If Employee):** | **Employee Code/Student ID:** |
| **Department & Faculty:** | |
| **Email:** | **Mobile No.** |
| **Supervisor’s Name & Designation:** | **Supervisor’s Department:** |
| **Collaborative Partners (If any):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Details of Research Activity** | |
| **Research Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Research Objective:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Research Process / Experiment / Field Works / Observation etc:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Any Predictable Risk of Research for Humans and Animals:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Any Predictable Risk of Research for Institutional and Public Property:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |
| --- |
| **Summary of Informed Consents: (Please share Briefly About the Number of Informed Consents and Attach Signed Documents Accordingly):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Statement of Ethical Commitment:**  I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pledge the commitment that all rules set by the ethical policy are followed in my research process. I also commit to abide by ethical principles, moral values, laws and instructions of the Rawalpindi Women University. My research carries no bias for ethnicity, gender or regional aspects and is impartial and objective. I have taken informed consent from participants, participation; is voluntarily and no force of any kind has been used to attract the participants. |

**Signature of Researcher/Scientist/Student**

|  |  |  |
| --- | --- | --- |
| **Endorsed By** | **Third Part Review (by ORIC)** | **Approved By** |
| **Supervisor/Project Investigator**  Name:  Signature:  Stamp: | Name:  Signature:  Stamp: | **Convener**  **Ethical Institutional Review Board**  Name:  Signature:  Stamp: |

**Annexure II**

**HEC Plagiarism Policy**

<https://www.hec.gov.pk/english/policies/Documents/Plagiarism-Policy.pdf>

**Annexure III**

**Consent Form**

Greetings, participant

Thank you so much for agreeing to take part in my research study, which is titled**“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”.**

The goal of my research is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (add a short paragraph to clarify the research's goals)

I confirm that (please tick the box as appropriate):

|  |  |  |
| --- | --- | --- |
| 1. | The research information has been read and understood by me. |  |
| 2. | I've been allowed to ask questions about my participation. |  |
| 3. | I accept to take part in the project voluntarily. |  |
| 4. | I accept that I have the right to withdraw at any moment for any reason. |  |
| 5. | Confidentiality protocols have been thoroughly addressed. |  |
| 6. | I've been given information on the interview protocols. |  |
| 7. | The data has been discussed in terms of research, publications, sharing, and preservation. |  |
| 8. | I understand that other researchers will only have access to my data if they agree to keep it private and follow the guidelines I've laid out in this form. |  |
| 9. | Select only **one** of the following:   * I agree that whatever I say or write as part of this study will be included in reports, publications, and other research outputs, and I accept that my name will be used in reports, publications, and other research outputs so that my contribution to this project may be recognized. * My name will not be used in this project. |  |
|  |
| 10. | I, along with the Researcher, agree to sign and date this informed consent form. |  |

## Participant:

Name of Participant Signature & Date

## Researcher:

Name of Researcher Signature & Date

**Annexure IV**

**Checklist for Research Ethics Certificate**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The purpose of the Checklist is to determine the nature of any ethical concerns generated by the research.  This checklist must be completed before potential participants are approached to conduct patrimony research. | | | | | | | | | | |
| Name of Researcher | |  | | | | | | | | |
| Degree Program | |  | | | | | | | | |
| Supervisor (If any) | |  | | | | | | | | |
| Title of Research | |  | | | | | | | | |
| Abstract (150-200 words) | |  | | | | | | | | |
| Check the following after a careful review of your research: | | | | | | | | | Yes | No |
| 1. | Does your research conform to the standards set by the Research Ethics Policy? | | | | | | | | □ | □ |
| 2. | Is it necessary for your external review committee? | | research | to | be | examined | by | an | □ | □ |
| 3. | Does your research need to comply with other ethical standards or principles not included in the research ethics policy but is a requirement for the type of research you are conducting? | | | | | | | | □ | □ |
| 4. | Is there anything in the study that raises any serious ethical concerns? | | | | | | | | □ | □ |
| 5. | Have you included adequate ethical precautions in your research methodology? | | | | | | | | □ | □ |
| 6. | Is there any other documented set of ethical guidelines for this type of research that must be followed? | | | | | | | | □ | □ |
| If you have answered Yes in questions ‘1’ & ‘5’ and NO in all the remaining questions, you are eligible to self-certify your study for a Research Ethics Clearance.  Signature of Researcher and Date | | | | | | | | | | |

**Annexure V**

**Self-Certification for Research Ethics Clearance**

|  |
| --- |
| Please keep in mind that in some cases, self-certification of an ethics review is not acceptable. Please see the Research Ethics Policy for further information.  You may self-certify a research ethical clearance if, after careful deliberation, you have answered all of the questions on the checklist and met all of the prerequisites. With this certificate, please provide the checklist. |
| **SELF-CERTIFICATION**  I have read and understood the RWU University Research Ethics Policy and I commit to abide by the research ethics principles outlined in the policy document. I have completed the Research Ethics Checklist and confirm that:   1. My research raises no significant ethical issues, or 2. Adequate safeguards in relation to such issues can and will be implemented, or 3. The research is not subject to an external ethics review, or 4. The research does not need to meet any other published set of ethical standards for this type of research.   Signature of Researcher  Signature of Supervisor |