**Dhofar University Research Ethics Application Form**

***(Research Ethics Approval Form for the use of Human Subjects or Hazardous Biological Materials)***

**This Ethics Approval Form Comprises Three Sections**

**Section 1. Details of the Research**

**Section 2. Checklist of Research Engaging Human Subjects**

**Section 3. Checklist of Research Involving Hazardous Biological Materials**

*The hard copies of the ethical approval form and application checklist, along with all supporting documents, must be signed by the Researcher/ Principal Investigator (PI)/ or any participating student prior to submission to the ethics review committee and the soft copy must be emailed to* *Research@du.edu.om**.*

**Section 1. Details of the Research**

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| --- |
| **Details of the Project / Research** |
| **Title of the Research Project** |  |
| **Details of the Main Researcher / Principal Investigator (PI)** |
| *(Only existing faculty and staff members of Dhofar University may serve as the Principal Investigator, who is eventually accountable for overseeing the project. In the case of student projects, the students’ details should be recorded as a co-investigator).*  |
| Position & Name: |  |
| DU ID: |  |
| College: |  |
| Department: |  |
| Email address: |  |
| Office No.: |  | Mobile No.: |  |
| **Details of the Co-Principal Investigator (Co-PI) / Faculty Supervisor (if Applicable)** |
| Position & Name: |  |
| DU ID: |  |
| College: |  |
| Department: |  |
| Email address: |  |
| Office No.: |  | Mobile No.: |  |
| **Information about the Team Leader for Student Project (if Applicable)***(Note: The faculty supervisors’ details must also be provided alongside those of the team leader). However, incase of student projects, the team leader must submit the research ethics approval form* |
| Name of the team leader |  |
| ID No.: |  |
| College: |  |
| Department: |  |
| Email address: |  |
| Mobile No.: |  |
| **Executive Summary of the Research / Project Proposal (within 200 Words)** |
|  |
| **Funding Source if any**(*Please provide details of the key organizations funding this research / Project Proposal. Additionally, include any relevant funding reference numbers to ensure accurate categorization of your application in the research services database).*  |
|  |
| **Conflict of Interest** |
| *(Disclose any potential conflicts of interests and describe the measures that will be taken to address them)* |
|  |
| **Training in Research Ethics and /or Integrity (If Necessary)***(Note: This is intended for new researchers and new students)* |
|  |
| **Identify all locations where the research will take place, including any foreign countries and online environment.** *(For example, please specify the name of the University, department or building, including the country of the location. For online studies where participants are not met in person, simply indicate “online)* |
|  |
| **Potential Risks and Benefits Associated with this Research***(Outline the potential risk participants may face during the research, as well as the anticipated benefits for the participants and the broader community)*  |
|  |
| **Agreement to Participate***(Explain the process by which participants will provide their consent to participate in the study and how they will be informed of their rights. If a consent form is not necessary, please specify the reason)*  |
|  |
| **Privacy and Confidentiality***(Please outline the storage and security measures for personal information collected during the study to ensure privacy and confidentiality. The Researcher / PI or team leader of student project is responsible for detailing how data related to human subjects or biohazard materials will be maintained).* |
|  |
| **Expected Start Date** |
| **Expected End Date** |
| *(****Note****: Please ensure that the complete project proposal including the full research team, and the internal and external research collaborators is attached to the ethical approval application form)* |

**Section 2. Checklist of Research Engaging Human Subjects**

|  |  |  |  |
| --- | --- | --- | --- |
| **S, No.** | **Particulars** | **Yes** | **No** |
| 1 | The research represents the original work of the Researcher / investigator. |  |  |
| 2 | Ensure that participants are 18 years of age or older, or if involving minors or vulnerable individuals, obtain consent from both the child and their parent or guardian.  |  |  |
| 3 | Ensure participants are well informed about the key steps of the study (or a webpage for online studies). A printed copy of the information sheet must be submitted with this form.  |  |  |
| 4 | Request participant consent to be observed if the research is experimental and conducted in a private setting rather than a public environment. |  |  |
| 5 | Notify participants that any recording (audio, video, or photographs) will remain anonymous unless prior written consent has been obtained. Consent will be sought before using any material in publication, presentations, or other formats.  |  |  |
| 6 | Notify participants that they have the option to skip any questions they do not feel comfortable answering if a survey is utilized.  |  |  |
| 7 | Ensure that participants are well informed about the relevant data retention, destruction, and secure storage guidelines that must be followed.  |  |  |
| 8 | Upon request, provide participants with a summary of the study after their participation  |  |  |
| 9 | Disclose any potential conflict of interest to participants  |  |  |
| 10 | Refrain from addressing politically or culturally sensitive issues and topics  |  |  |

**Section 3. Checklist of Research Involving Hazardous Biological Materials**

|  |  |  |  |
| --- | --- | --- | --- |
|  **S, No.** | **Particulars** | **Yes** | **No** |
| 1 | Ensure that trained personnel are available to enhance the laboratory environment for animals that are required to remain in the facility for extended periods.  |  |  |
| 2 | The research investigator is responsible for the procurement, storage, handling, and disposal of living organisms, biohazardous materials, and associated waste generated during the research.  |  |  |
| 3 | Ensure that generated waste is properly packaged, labelled, and accessible only to authorized personnel.  |  |  |
| 4 | Ensure that an inventory of organisms and biohazardous materials used in this study is prepared and maintained within the respective department  |  |  |
| 5 | Ensure that basic rights and safety regulations for the care and handling of living organisms are strictly adhered to. |  |  |
| 6 | Ensure that research involving living organisms or biohazardous materials is carried out solely in adequate equipped facilities.  |  |  |
| 7 | Ensure that all necessary protective measures are in place for individuals involved in this study. |  |  |
| 8 | Ensure that access to areas where living organisms are stored is restricted to well-trained visitors under appropriate supervision. |  |  |
| 9 | Ensure that all research members have a comprehensive understanding of animal rights.  |  |  |
| 10 | Ensure the research team is knowledgeable about the proper procedures for handling biohazardous or harmful chemicals when transferring them to other locations within Dhofar University.  |  |  |
| 11 | Ensure that the research team is knowledgeable about the behavior of living organisms under various conditions, including pain, suffocation, and agitation |  |  |
| 12 | Ensure that all used biohazardous materials are disposed of prior to their expiration date.  |  |  |
| 13 | Ensure that the Health and Safety officer of Dhofar University is informed of all ongoing procedures and phase of any study involving biohazardous materials. |  |  |
| 14 | Report any dangers or accidents that occur during the study in detail to the Head of Department and research department of the Dhofar University.  |  |  |
| 15 | Make sure to maintain a detailed record of any incidents, including injuries and hazards that occur during the study in an appropriate register.  |  |  |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

 **Researcher/Principal Investigator/Team Leader Date**

**Decision / Approval**

(For University Research Ethics and Biosafety Committee (UREBC) only)

**Meeting Date.**

**Reviewed by:**

*(Name of the UREBC members)*

**Decision by the UREBC:**

*(Approved, conditional approval, pending approval)*

**Remarks, if any by the UREBC:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Chair of the UREBC Date**

***Note 1:*** *Review time for UREBC is 2 to 4 Weeks*

***Note 2:*** *Researchers are required to submit section 2 along with the main application form if their research involves human subjects, including surveys, social work, questionnaires or other related activities*

***Note 3:*** *Researchers are required to submit section 3 along with the main application form if their research involves hazardous biological materials, including animals, the storage and handling of living organisms, biohazardous materials, or associated wastes.*