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| **A. Project Information** | |
| Full Name | Damien Tan Lek Khee |
| Supervisor | Kavitha Thamadharan |
| Module Code | **6000CEM** |
| Project Title | Groomify – Pet Grooming Booking App |
| Project Dates |  |
| Date Created | 9/6/2023 |
| Project Summary |  |

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| **B. Project Details** | |
| 1. What is the purpose of the project? |  |
| 2. What are the planned or desired outcomes? |  |

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| 3. Explain your research design |  |
| 4. Outline the principal methods you will use |  |

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| **B. Project Details Continue** | **Yes/No** |
| 5. Are you proposing to use an external research instrument, validated scale or research method?  (e.g. a measurement scale, questionnaire, interview schedule, observation  protocol for ethnographic work or in the case of unstructured data collection, or a topic list?) |  |
| 6. Will your research involve consulting individuals who support, or concern sensitive or extremism related material, including terrorism, armed struggles, or political religious or other forms of activism considered illegal under Malaysia  law? |  |
| 7. Are you dealing with Secondary Data (e.g. sourcing info from websites,  historical documents) |  |
| 8. Are you dealing with Primary Data involving people?  (e.g. interviews, questionnaires, observations) |  |

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| 9. Are you dealing with Personal or Sensitive data? |  |
| 10. Will the Personal or Sensitive data be shared with a third party? |  |
| 11. Will the Personal or Sensitive data be shared outside of Malaysia? |  |
| 12. Are there any other ethical issues or risks of harm raised by the study that have  not been covered by previous questions? |  |

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| **C. DBS (Disclosure & Barring Service) formerly CRB (Criminal Records**  **Bureau** | **Yes/No** |
| 1. Does the study require DBS (Disclosure & Barring Service) checks? (i.e. is a  check required or been stipulated, to access any source of data required for the study? – if unsure, please check here) |  |
| 1. Does the study involve direct contact by any member of the research team:    1. With children or young people under 18 years of age? |  |
| b) With adults who have learning difficulties, brain injury, dementia,  degenerative neurological disorders? |  |
| c) With adults who are frail or physically disabled? |  |
| d) With adults who are living in residential care, social care, nursing homes,  re-ablement centres, hospitals or hospices? |  |
| e) With adults who are in prison, remanded on bail or in custody? |  |

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| **D. External Ethical Review** | **Yes/No** |
| 1. Will this study be submitted for ethical review to an external organisation? (e.g. Another University, Social Care, National Health Service, Ministry of Defence,  Police Service and Probation Office) |  |
| **E. Confidentiality, Security and Retention of Research Data** | **Yes/No** |
| 1. Are there any reasons why you cannot guarantee the full security and  confidentiality of any personal or confidential data collected for the study? |  |
| 2. Is there a significant possibility that any of your participants, and associated persons, could be directly or indirectly identified in the outputs or findings from  this study? |  |
| 3. Is there a significant possibility that a specific organisation or agency or  participants could have confidential identified, as a result of the way you write up the results of the study? |  |
| 4. Will any members of the research team retain any personal of confidential data  at the end of the project, other than in fully anonymised form? |  |
| 5. Will you or any member of the team intend to make use of any confidential information, knowledge, trade secrets obtained for any other purpose than the  research project? |  |
| 6. Will you be responsible for destroying the data after study completion? |  |

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| **F. Participant Information and Informed Concent** | **Yes/No** |
| 1. Will all the participants be fully informed BEFORE the project begins why the  study is being conducted and what their participation will involve? |  |
| 2. Will every participant be asked to give written consent to participating in the  study before it begins? |  |
| 3. Will all participants be fully informed about what data will be collected, and what will be done with this data during and after the study?  (Consider: who retains it, where and for how long) |  |
| 4. Will there be an audio, video or photographic recording of participants? |  |
| 5. Will every participant understand that they have the right not to take part at any  time, and/or withdraw themselves and their data from the study if they wish? |  |
| 6. Will every participant understand that there will be no reasons required or  repercussions if they withdraw or remove their data from the study? |  |

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| **G. Confidentiality, Security and Retention of Research Data** | **Yes/No** |
| 1. Does the study involve deceiving, or covert observation of participants? |  |

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| **H. Risk of Harm, Potential Harm and Disclosure of Harm** | **Yes/No** |
| 1. Is there any significant risk that the study may lead to physical harm to  participants or researchers? |  |
| 2. Is there any significant risk that the study may lead to psychological or  emotional distress to participants? |  |
| 3. Is there any risk that the study may lead to psychological or emotional distress  to researchers? |  |
| 4. Is there any risk that your study may lead or result in harm to the reputation of  participants, researchers, or their employees, or any associated persons or organisations? |  |
| 5. Is there a risk that the study will lead to participants to disclose evidence of  previous criminal offences, or their intention to commit criminal offences? |  |
| 6. Is there a risk that the study will lead participants to disclose evidence that  children or vulnerable adults are being harmed, or at risk of harm? |  |

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| 7. Is there a risk that the study will lead participants to disclose evidence of serious  risk of other types of harm? |  |
| 8. Are you aware of the INTI Disclosure protocol? |  |

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| **I. Payments to Participants** | **Yes/No** |
| 1. Do you intend to offer participants cash payments or any kind of inducements,  or reward for taking part in your study? |  |

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| **J. Capacity to Give Valid Consent** | **Yes/No** |
| 1. Do you propose to recruit any participants who are: |  |
| a) Children or young people under 18 years of age? |  |
| b) Adults who have learning difficulties, mental health condition, brain injury,  advanced dementia, degenerative neurological disorders? |  |
| c) Adults who are physically disabled? |  |
| d) Adults who are living in residential care, social care, nursing homes, re-  ablement centres, hospitals or hospices? |  |
| e) Adults who are in prison, remanded on bail or in custody? |  |
| 2. Do you propose to recruit any participants with possible communication  difficulties, including difficulties arising from limited use of knowledge of the English language? |  |
| 3. Do you propose to recruit any participants who may not be able to understand fully the nature of the study, research and the implications for them of  participating in it or cannot provide consent themselves? |  |

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| **K. Recruiting Participants** | **Yes/No** |
| 1. Do you propose to recruit any participants who are: |  |
| **L. Capacity to Give Valid Consent** | **Yes/No** |
| a) Students or employees of INTI Penang or partnering organisation(s)? |  |
| b) Employees/staff recruited through other businesses, voluntary or public  sector organisations? |  |
| c) Pupils or student recruited through educational institutions (e.g. primary  schools, secondary schools, colleges)? |  |
| d) Clients/volunteers/service users recruited through voluntary public services? |  |
| e) Participants living in residential care, social care, nursing homes, re-  ablement centres hospitals or hospices? |  |
| f) Recruited by virtue of their employment in the police or armed force? |  |
| g) Adults who are in prison, remanded on bail or in custody? |  |

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| h) Who may not be able to refuse to participate in the research? |  |

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| **M. Online and Internet Research** | **Yes/No** |
| 1. Will any part of your study involve collecting data by means of electronic media  (e.g. the internet, e-mail, Facebook, Twitter, online forums, etc)? |  |
| 2. Is there a possibility that the study will encourage children under 18 to access  inappropriate websites, or correspond with people who pose risk of harm? |  |
| 3. Will the study incur any other risks that arise specifically from the use of  electronic media? |  |
| 4. Will you be using survey collection software (e.g. BoS, Filemaker)? |  |
| 5. Have you taken necessary precautions for secure data management, in  accordance with data protection and INTI Policy? |  |

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| **N. Languages** | **Yes/No** |
| 1. Are all or some of the consent forms, information leaflets and research  instruments associated with this project likely to be used in languages other than English? |  |

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| **O. Laboratory/Workshops** | **Yes/No** |
| 1. Does any part of the project involve work in a laboratory or workshop which  could pose risks to you, researchers or others? |  |

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| **P. Research with Non-Human Vertebrates** | **Yes/No** |
| 1. Will any part of the project involve animal habitats or tissues or non-human  vertebrates? |  |

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| **Q. Blood Sampling / Human Tissue Analysis** | **Yes/No** |
| 1. Does your study involve collecting or use of human tissues or fluids?  (e.g. collecting urine, saliva, blood or use of cell lines, ‘dead’ blood) |  |

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| **R. Travel** | **Yes/No** |
| 1. Does any part of the project require data collection off campus?  (e.g. work in the field or community) |  |

**S. Attachments**