**Application for Ethical Approval for Research Projects**

This is an application form for ethical approval for research undertaken by any Middlesex University Dubai staff and students. The person who completes this form should be the principal (or sole) Middlesex University Dubai researcher on the proposed study. After completion, this form (along with accompanying documents) should be submitted to the Research Ethics Committee (REC) for review. Student Researchers should submit to their Supervisor.

**Section 1 – Applicant details**

|  |  |  |
| --- | --- | --- |
| **1.1 Details of Applicant (Principal Investigator or Student Researcher)** | | |
| Name: Sherry Shaghayegh Haghbin | Department/Position: Third year computer systems engineering student | |
| Qualifications: | Email: sh2036@live.mdx.ac.uk | Tel: 0525245575 |
| **1.2 Details of Supervisor for student applicants (if applicable)** | | |
| Name: Dr. Sumitra Kotipalli | Programme of study/module: PDE3112 | |
| Qualifications: | Email:S.Kotipalli@mdx.ac.ae | Tel: |
| **1.3 Details of any co-investigators** (if applicable) | | |
| Name: | Organisation: | Email: |
| Name: | Organisation: | Email: |
| Name: | Organisation: | Email: |
| **1.4 Details of External Funding (if applicable)** | | |

**Section 2 – Details of the proposed study**

|  |  |  |  |
| --- | --- | --- | --- |
| **2.1 Research project title** | Centralized blood bank system with management dashboard and dynamic map | | |
| **2.2 Proposed start date** | 2/2/2023 | **2.3 Proposed end date** | 30/4/2023 |
| **2.4 Describe the aim and rationale of this study?** | | | |
| The main aim is to develop a centralized functioning management and donation website that monitors the bank’s data management, blood stock, a dynamic map to get the desired blood for the patient in need, and other additional features that help the users with their blood donation status. | | | |
| **2.5. Discuss the research questions and/or hypotheses of this study?** | | | |
| * 1. What are the common diseases that can affect blood bank testing?   2. What are the important parameters of storing blood in the blood bank?   3. What is the potential problem with banked blood?   4. Which algorithm is used in blood bank management system?   5. How can a blood bank system reduce the wastage costs and achieve more cost savings?   6. What are the pros and cons of a purely software-based blood bank system? | | | |
| **2.6 Details of study design, data collection methods to achieve the research aims** (e.g., interviews, questionnaire, observation etc.) and/or secondary data sources (e.g., National Statistics) to be used in the research, proposed hypotheses, data analysis, with references and citations (where applicable). Include details of any online data collection (ie online survey, via social media). | | | |
| As of data collection methods, I will be utilizing Google forms to conduct a survey with the user testing the website to judge their satisfaction with the website features and the simple user interface and how accurately the blood bank can help users donate blood and manage their database using a dashboard. | | | |

**Section 3 – Initial Checklist to be completed by the applicant**

|  |  |  |
| --- | --- | --- |
| **3.1 Does this research involve human participants** | Yes | No |
| **If yes, please provide the following details:** | | |
| Who are your participants? Please specify any specific groups of human participants: (e.g., students, general public, specific groups etc.)  General public | | |
| How many participants will you have? (Under each category)  The website will need user testing and can range between 1-10 people | | |
| How will participants be recruited and approached?  The participant’s approval will be taken before approaching the website or the survey. | | |
| **Do you need access to groups of participants** (e.g., through gatekeepers, e.g., organisations, managers, parents, schools etc.) | Yes | No |
| If yes, please provide details including no objection certificate(s): | | |
| **3.2 Does this research involve secondary data collection?** | Yes | No |
| **If yes, please Indicate your response below:** |  |  |
| 3.2.1 Do you have the necessary approval to access the data\*?  Text, letter  Description automatically generated(\*If yes, please provide evidence of approval)  Graphical user interface, text, application  Description automatically generated  Text, letter  Description automatically generated  The MIT License (MIT)  Copyright (c) 2023 Matt (https://codepen.io/matttherat/pen/EeMaEw)  Permission is hereby granted, free of charge, to any person obtaining a copy  of this software and associated documentation files (the "Software"), to deal  in the Software without restriction, including without limitation the rights  to use, copy, modify, merge, publish, distribute, sublicense, and/or sell  copies of the Software, and to permit persons to whom the Software is  furnished to do so, subject to the following conditions:  The above copyright notice and this permission notice shall be included in all  copies or substantial portions of the Software.  THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR  IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY,  FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE  AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER  LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM,  OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE  SOFTWARE.  The MIT License (MIT)  Copyright (c) 2023 Mustafa Omar (https://codepen.io/themustafaomar/pen/jLMPKm)  Permission is hereby granted, free of charge, to any person obtaining a copy  of this software and associated documentation files (the "Software"), to deal  in the Software without restriction, including without limitation the rights  to use, copy, modify, merge, publish, distribute, sublicense, and/or sell  copies of the Software, and to permit persons to whom the Software is  furnished to do so, subject to the following conditions:  The above copyright notice and this permission notice shall be included in all  copies or substantial portions of the Software.  THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR  IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY,  FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE  AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER  LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM,  OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE  SOFTWARE.  The MIT License (MIT)  Copyright (c) 2023 krishna (https://codepen.io/sarkarkrishna/pen/XWdMbvY)  Permission is hereby granted, free of charge, to any person obtaining a copy  of this software and associated documentation files (the "Software"), to deal  in the Software without restriction, including without limitation the rights  to use, copy, modify, merge, publish, distribute, sublicense, and/or sell  copies of the Software, and to permit persons to whom the Software is  furnished to do so, subject to the following conditions:  The above copyright notice and this permission notice shall be included in all  copies or substantial portions of the Software.  THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR  IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY,  FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE  AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER  LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM,  OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE  SOFTWARE.  The MIT License (MIT)  Copyright (c) 2023 Craig Wheeler (https://codepen.io/craigwheeler/pen/rNzYoG)  Permission is hereby granted, free of charge, to any person obtaining a copy  of this software and associated documentation files (the "Software"), to deal  in the Software without restriction, including without limitation the rights  to use, copy, modify, merge, publish, distribute, sublicense, and/or sell  copies of the Software, and to permit persons to whom the Software is  furnished to do so, subject to the following conditions:  The above copyright notice and this permission notice shall be included in all  copies or substantial portions of the Software.  THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR  IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY,  FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE  AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER  LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM,  OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE  SOFTWARE.  The MIT License (MIT)  Copyright (c) 2023 Vishnu teja (https://codepen.io/vishnu3/pen/OJxbXqL)  Permission is hereby granted, free of charge, to any person obtaining a copy  of this software and associated documentation files (the "Software"), to deal  in the Software without restriction, including without limitation the rights  to use, copy, modify, merge, publish, distribute, sublicense, and/or sell  copies of the Software, and to permit persons to whom the Software is  furnished to do so, subject to the following conditions:  The above copyright notice and this permission notice shall be included in all  copies or substantial portions of the Software.  THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR  IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY,  FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE  AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER  LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM,  OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE  SOFTWARE.  MIT License  Copyright (c) 2017 Eduardo Thomas Koller  Permission is hereby granted, free of charge, to any person obtaining a copy  of this software and associated documentation files (the "Software"), to deal  in the Software without restriction, including without limitation the rights  to use, copy, modify, merge, publish, distribute, sublicense, and/or sell  copies of the Software, and to permit persons to whom the Software is  furnished to do so, subject to the following conditions:  The above copyright notice and this permission notice shall be included in all  copies or substantial portions of the Software.  THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR  IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY,  FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE  AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER  LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM,  OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE  SOFTWARE.  --------------------------------------------------------------------------------------------------- Disclaimer- Some contents are used for an educational purpose under fair use. Copyright Disclaimer Under Section 107 of the Copyright Act 1976, allowance is made for "fair use" for purposes such as criticism, comment, news reporting, teaching, scholarship, and research. Fair use is a use permitted by copyright statute that might otherwise be infringing. Non-profit, educational or personal use tips the balance in favor of fair use. All credit for copyright material used in the video goes to the respected owner. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Privacy Policy  We recognize that you may be concerned about our use and disclosure of your personal information. Your privacy is very important to us, and the following will inform you of the information that we, Altru Health System, may collect from you, and how it is used. By using our website, www.altru.org, you are accepting the practices described in this policy.  Consent  By using this Website, you consent to the collection and use of information as specified above. If we make changes to our Privacy Policy, we will post those changes on this page. Please review this page frequently to remain up-to-date with the information we collect, how we use it, and under what circumstances we disclose it. You must review the new Privacy Policy carefully to make sure you understand our practices and procedures.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  https://www.redcross.org/terms-of-use.html  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <https://opensource.org/license/mit/>  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <https://www.istockphoto.com/legal/license-agreement>  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  <https://www.123rf.com/license_summary.php>  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [https://www.freepikcompany.com/legal?\_gl=1\*1b41uuc\*fp\_ga\*NDc1MjY5MTYzLjE2NzU3NDkzNTk.\*fp\_ga\_QWX66025LC\*MTY4MTU4NDcxMi4xNi4wLjE2ODE1ODQ3MTIuNjAuMC4w\*\_ga\*NDc1MjY5MTYzLjE2NzU3NDkzNTk.\*\_ga\_18B6QPTJPC\*MTY4MTU4NDcxMi4xNi4wLjE2ODE1ODQ3MTMuNTkuMC4w#nav-freepik-license](https://www.freepikcompany.com/legal?_gl=1*1b41uuc*fp_ga*NDc1MjY5MTYzLjE2NzU3NDkzNTk.*fp_ga_QWX66025LC*MTY4MTU4NDcxMi4xNi4wLjE2ODE1ODQ3MTIuNjAuMC4w*_ga*NDc1MjY5MTYzLjE2NzU3NDkzNTk.*_ga_18B6QPTJPC*MTY4MTU4NDcxMi4xNi4wLjE2ODE1ODQ3MTMuNTkuMC4w#nav-freepik-license)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fair Use Fair use defines our exceptions to the rights protected by copyright laws.  Fair use of W3Schools includes using copyrighted material:   * In research * In news reporting * In citations * In commentary   Fair use of W3Schools also includes:   * Linking to W3Schools * Adding W3Schools to search engines * Library archiving W3Schools   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Fair Information Practices**  The Fair Information Practices Principles form the backbone of privacy law in the United States and the concepts they include have played a significant role in the development of data protection laws around the globe. Understanding the Fair Information Practice Principles and how they should be implemented is critical to comply with the various privacy laws that protect personal information.  **In order to be in line with Fair Information Practices we will take the following responsive action, should a data breach occur:**  We will notify the users via email  **•** Within 1 business day  We will notify the users via in site notification  **•** Within 1 business day  We also agree to the individual redress principle, which requires that individuals have a right to pursue legally enforceable rights against data collectors and processors who fail to adhere to the law. This principle requires not only that individuals have enforceable rights against data users, but also that individuals have recourse to courts or a government agency to investigate and/or prosecute non-compliance by data processors.  (If no, please provide details and plan of action) | Yes | No |
| **3.3 The outputs from research** (e.g., products, reports, publications, etc.) are not likely to cause harm to others and are in-line with the local legislation | Yes | No |
| If no, please explain how this can be avoided or managed: | | |
| **3.4 Will the study require data collection by proxy** (someone else doing part of or all of your data collection) | Yes | No |
| If yes, please provide details including its rationale:  *Note: When collecting data by proxy, you need to ensure that the highest ethical standards and procedures are adopted by all research partners/fieldworkers* | | |

**Section 4 – Anonymity, confidentiality, and consent for primary and secondary research**

|  |  |  |  |
| --- | --- | --- | --- |
| **4.1 Will the research involve collecting or analysing personal data or sensitive personal data? or involve sharing of confidential information beyond the initial consent given** (i.e., personal data refers to information that may identify individuals e.g., name, address, date of birth, opinion, specific event, set of characteristics that would clearly identify individuals or very small groups. Sensitive personal data refers to racial or ethnic origin, political opinion, religious beliefs, trade union membership, sexual life, physical or mental health, criminal matters.) | Yes | No | NA |
| If yes, please provide details: (e.g., Justification for use personal data or sensitive personal data? How you plan to anonymise the data? Where the data will be kept and care/storage facilities etc.)  The credentials from the user will be entered for creating a patient and donor account and analyzes their details and results using a dashboard. There will be a chatbot that will ask for the user’s credentials when applying in case of emergency. A map that provides the desired location to the patient and provides the donor’s name, age, and blood type for blood donation.  *Alternatively, if personal or sensitive personal data is required for the research, you must comply with the GDPR act and understand your responsibilities under the GDPR and have received data protection training. Please complete the Data Protection Checklist for Researchers* | | | |
| **4.2 Will lists of identity numbers/codes or pseudonyms for individuals and/or organisations (i.e., linking keys to personal identifiers) be stored securely and separately from the research data and destroyed after the study to avoid any risk of confidentiality being compromised?** | Yes | No | NA |
| `If no, please provide details on how this can be avoided or managed: | | | |
| **4.3 Will you tell participants that their data will be treated confidentially and the limits of anonymity will be made clear in your Participant Information Sheet?** (e.g., their identities as participants will be concealed unless prior consent is given to include the name of the participant in any documents resulting from the research. Consider how participants’ narratives, quotes or involvement in specific events may make anonymity difficult to maintain.) Attach: Participant information sheet | Yes | No | NA |
| If yes, provide details on how you will ensure this: | | | |
| **4.4 Will you obtain Written Informed Consent directly from research participants (if applicable)?** Attach: Informed Consent sheet | Yes | No | NA |
| If no, please explain why?  If yes, please specify how and when this will be achieved? |  |  |  |
| **4.5 Will you obtain Written Informed Consent directly from gatekeepers (if applicable)?** Attach: Informed Consent sheet | Yes | No | NA |
| If no, please explain why?  If yes, please specify how and when this will be achieved? |  |  |  |
| **4.6 Will you inform participants that their participation is voluntary and that they have a right to withdraw from the research at any time?** | Yes | No | NA |
| If no, please explain why? | | | |
| **4.7 Will you have a process for managing withdrawal of consent? Please provide details:** | Yes | No | NA |
| If no, please explain why?  If yes, please provide details on how this will be managed?  In case of withdrawal while utilizing the website, the user’s decision is respected, and their credentials and data will be deleted and remove them from the research and display an evidence for this action. | | | |
| **4.8 Will it be necessary for participants to take part in the study without their knowledge and consent at the time, or by deception e.g., covert observation?** | Yes | No | NA |
| If yes, please provide justification and details of how this will be managed to respect the participants/third parties involved to respect their privacy, values, and to minimise any risk of harmful consequences: | | | |
| **4.9 Will you provide a Written Debriefing Sheet? (if applicable, also attach)** | Yes | No | NA |
| If no, please explain why?  The website contains a simple and user-friendly user interface. | | | |
| **4.10 Will you need consent from people who appear in visual data (e.g., photos or films or social media)?** | Yes | No | NA |
| If yes, please provide details on how this will be managed:  If no, please explain why? | | | |
| **4.11 Will you audio or video record interviews and/or observations?** | Yes | No | NA |
| If yes, please provide details on how participants’ anonymity will be maintained: |  |  |  |
| **4.12** Will your research involve **participants responding to internet** **surveys, emails, chatroom discussions, blogs, interactive games, social media and networking sites etc,** | Yes | No | NA |
| If ‘yes’, please explain how will you obtain permission from the website authors, or informed consent from participants, and ensure anonymity and protect confidentiality in an environment that generates significant amounts of background information e.g., data logs, IP addresses, cookies and caches and/or with low levels of system security?  The survey website used in conducting this research is known as Survey Monkey. Furthermore, the user’s approval will be asked before attempting the survey and it will stay anonymous without demanding any credentials. | | | |
| **4.13 Do you have a Data Management Plan?**  *(E.g.: Where the data will be stored, who will have access to data, how will the data be shared, how long the data will be stored, how it will be deleted/destroyed after your research completion etc.)* | Yes | No | NA |
| If no, please explain why? | | | |

**Section 5 –** **Avoiding harm: risk assessment and management, safety and legal issues**

|  |  |  |  |
| --- | --- | --- | --- |
| **5.1** Will you use an **experimental research design** (ie.,implement a specific plan for assigning participants to conditions and noting consequent changes?) | Yes | No | NA |
| If yes, please provide details of treatment/intervention (and specify is these are intrusive interventions e.g., hypnosis or physical exercise, or include the use of drugs, placebos or other substances e.g., vitamins, food substances etc.) and provide details of required resources for this study: | | | |
| **5.2** Will the research involve **discussion of sensitive topics**? (e.g., sexual activity, drug use, national security etc.) | Yes | No | NA |
| If yes, please provide details of how possible adverse reactions will be avoided and what support will be in place to manage any adverse consequences: | | | |
| **5.3** **Is** **pain or more than mild discomfort** likely to result from the study? | Yes | No | NA |
| If yes, please provide details on how this can be avoided or managed: | | | |
| **5.4** Could the study induce **psychological stress or anxiety** or **cause harm or negative consequences** beyond the risks encountered in normal life? | Yes | No | NA |
| If yes, please provide details and state how participants will be supported: | | | |
| **5.5 Will the study involve prolonged and repetitive testing?** | Yes | No | NA |
| If yes, please provide details, justification and state how participants will be supported and length of each data collection session, number of sessions and location of data collection: | | | |
| **5.6** Will this research be conducted **off-site** (i.e., not on Middlesex University Dubai premises)? | Yes | No | NA |
| If yes, please provide details of other locations and explain how you will minimise any risks to your own health while off-site. | | | |
| **5.7** Will you **being alone** with individual participants or group of participants place you at risk? | Yes | No | NA |
| If yes, please state how this can be avoided or managed? | | | |
| **5.8** Are there any **adverse risks** or **safety issues** (e.g., from **potential hazards)** that your methodology raises for you and/or for your participants or others? | Yes | No | NA |
| If yes, please specify and provide details of mitigating actions that will be taken (e.g., travelling alone, working in hazardous conditions, discussing illegal activities on-line etc.) and how you, and your participants/third parties will be supported? | | | |
| **5.9** Is the research or outputs from the research **likely to cause harm** to others (e.g., to their physical well-being, mental health, dignity or personal values) to an extent greater than that encountered in ordinary life? | Yes | No | NA |
| If yes, please state how this can be avoided or managed? | | | |

**Section 6 – Research Sponsorship and/or Collaboration (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| **6.1 Does the research have a sponsor**  *(i.e., any person or organisation who provides support for the research in the form of income, use of data, facilities, materials, assistance with data collection etc.) that may have ethical implications for the research?* | Yes | No | NA |
| If ‘yes’ please provide details of the role of the funder and issues: | | | |
| **6.2 Does the research involve an international collaborator or research conducted overseas?** | Yes | No | NA |
| If ‘yes’, what ethical review procedures must this research comply with for that country, and what steps have been taken to comply with these: (e.g., Do you need local permission/approval? Are there any country specific cultural social or legal considerations that need to be taken into account? Who will be collecting the data overseas? Have you considered intellectual property issues?) | | | |
| **6.3 Does this research already have or require Approval from an External Research Ethics Committee?** | **Yes** | **No** | **NA** |
| If ‘yes’ please provide details: | | | |
| **6.4 Will this research or part of it be conducted in a language other than English?** | Yes | No | NA |
| If ‘yes’, full translations of all non-English materials will need to be submitted. | | | |

**Section 7 –** **Other Issues**

|  |  |  |  |
| --- | --- | --- | --- |
| **7.1 Does the research involve any ethical and/or legal issues not already covered that should be taken into consideration?** | Yes | No | NA |
| If yes, please give details: | | | |
| **7.2 Do you require training on the requirements of GDPR for researchers?** | Yes | No | NA |
| If yes, please give details: | | | |
| **7.3 Does the research raise any other risks to safety for you or others that would be greater than in normal life?** | Yes | No | NA |
| If yes, please provide details and state how this can be avoided or managed? If appropriate, complete a separate state **Risk Assessment Form** along with this application | | | |
| **7.4 Will participants receive any reimbursements or payments for participating?** | Yes | No | NA |
| If yes, please provide details and justification: | | | |
| **7.5 Are there any conflict of interests to be declared in relation to this research?** | Yes | No | NA |
| If yes, please complete and attach the “Disclosure of Potential Conflict of Interest Form” along with this application | | | |

**Section 8 –** **Pre-Submission Checklist**

Please mention the documents (where applicable) you will be attaching with this application:

|  |  |  |  |
| --- | --- | --- | --- |
| **Please check and attach the following documents where applicable**: |  |  |  |
| 1. Participant Information Sheet | Yes | No | NA |
| 1. Informed Consent Sheet | Yes | No | NA |
| 1. Debriefing Sheet | Yes | No | NA |
| 1. Copy of questionnaire/interview guide/details of materials for data collection (including translations, visual images etc.) | Yes | No | NA |
| 1. Letter of permission (if required from organisation where research is to be conducted) | Yes | No | NA |
| 1. Evidence of external approval – for access to secondary data | Yes | No | NA |
| 1. Completed Risk Assessment Form | Yes | No | NA |
| 1. Data Protection Checklist for Researchers |  |  |  |
| 1. Disclosure of Conflict of Interests | Yes | No | NA |
| 1. Evidence of external approval – from external ethics body | Yes | No | NA |
| 1. Evidence of relevant licence for research with animals/animal by-products | Yes | No | NA |
| 1. If you are attaching any other documents, please provide details below: | NA | | |

**Section 9: Declaration – to be completed by student, supervisor and reviewers**

**As principal investigator or student researcher I confirm that:**

1. I have read and agree to abide by the relevant Code(s) of Ethics appropriate to my research field and topic.
2. I have reviewed the information provided in this form and believe it accurately represents the proposed research.
3. I have read and agree to abide by the University’s Code of Practice for Research: Principles and Procedures.
4. I agree to inform my Supervisor of any adverse effects or changes to the research procedures.
5. I understand that research/data may be subject to inspection for audit purposes and I agree to participate in any audit procedures required by the Research Ethics Committee (REC) if requested.
6. I have completed and signed a risk assessment for this research study (if applicable).
7. I understand that it is my own responsibility and not that of Middlesex University Dubai to assess the personal risks involved with undertaking this research and to do my best to limit them.
8. I understand that Middlesex University Dubai is not accountable or liable for any adverse personal circumstances I may encounter as a result of the risk factors involved with undertaking this research.
9. No data collection will be undertaken before receiving approval for this application. If there is any alteration in the research methodology after approval, then submission of a Change in Ethics Approval form is required.
10. I understand that the owner of the data from this research will be the supervisor for undergraduate and master's level students' projects.

Principal Investigator or Student Researcher

Name:…Shaghayegh Haghbin……………..…………. Signature:………….……… Date:… 2/2/2023……………



**As Supervisor, I confirm that (Student Applicant only):**

1. I have reviewed all the information submitted with this research ethics application and believe it accurately represents the proposed research.
2. I accept responsibility for guiding the applicant so as to ensure compliance with the terms of the protocol and with any applicable Code(s) of Ethics.
3. I understand that research/data may be subject to inspection for audit purposes and I agree to participate in any audit procedures required by the Research Ethics Committee (REC) if requested.
4. I confirm that it is my responsibility to ensure that students under my supervision undertake a risk assessment to ensure that health and safety of themselves, participants and others is not jeopardised during the course of this study.
5. I understand that personal data about me contained in this form will be managed in accordance with the GDPR Act.
6. I have seen and signed a risk assessment for this research study (if applicable).

|  |  |  |
| --- | --- | --- |
| **Supervisor’s recommendation to the REC** |  |  |
| This is a low risk project and all ethical, legal and safety issues have been sufficiently addressed | Yes | No |

Supervisor Name :……………………..…….. Signature:………….……… Date:………………



**As peer-reviewer I confirm that (Student Research Applications only):**

1. I have carefully reviewed the ethics application
2. I have relevant knowledge of the research topic
3. I have no involvement in the study
4. Declare any conflicts of interest which may influence the peer review process
5. Act in confidence and not disclose the content or outcome of the process to anyone other than to REC and those responsible in research supervision)

|  |  |
| --- | --- |
| **Peer Reviewer Assessment** |  |
| This is a low risk project |  |
| This is a high risk project and therefore recommends full review by the University REC |  |

|  |  |
| --- | --- |
| **Peer Reviewer Decision (For Low Risk Projects)**  **(Please select one)** | |
| 1. Approved |  |
| 1. Approved with minor amendments (Please provide details): |  |
| 1. Revisions and further information required (Please provide details): |  |
| 1. Not Approved for the following reasons: |  |

Peer Reviewer Name:……………………..Signature:………….……… Date:………………

**FOR RESEARCH ETHICS COMMITTEE (REC) USE ONLY**

|  |  |
| --- | --- |
| **Research Committee Decision (For Staff Application or High Risk Student Projects)**  **(Please select one)** | |
| 1. Approved |  |
| 1. Approved with minor amendments (Please provide details): |  |
| 1. Revisions and further information required (Please provide details): |  |
| 1. Not Approved for the following reasons: |  |

Name of the Chair of the Research Ethics Committee or nominee (If applicable):……………………..……..

Signature:………….……… Date:………………

**ADDITIONAL NOTES FOR COMPLETING THIS FORM**

1. Refer to Middlesex University Research Ethics section on the University intranet
2. Please read Middlesex University’s Code of Practice for Research: Principles and Procedures available on the University intranet
3. Please read and ensure compliance with Data Protection under the General Data Protection Regulation (GDPR)
4. Please note that a student (UG, PG taught or research) cannot be the Principal Investigator for ethics purposes
5. External ethics approval is required from some organisations, agencies and local authorities that have their own ethics processes and require completion of additional ethical approval forms and processing in addition to the MU process. It is your responsibility to check whether additional permissions apply to you.
6. Accompanying forms and checklists are available on the University Intranet. This include but not limited to:

* The Middlesex University Risk Assessment Form is available on the University intranet
* Disclosure of Potential Conflict of Interest form is available on the University intranet
* Data Protection Act Checklist for Researchers is available on the University intranet
* Child Parent Consent Form
* Gate Keeper Letter

1. Templates for Participant information sheet, Informed consent sheet, Debriefing guide and other related materials are available on the University intranet

# Appendix: Data protection

As stated in the privacy policy, Middlesex University is required by law to comply with the Data Protection Act, 1998 (the 1998 Act). To comply with the law, information is collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this Middlesex University complies with the Data Protection Principles which are set out in the 1998 Act. In summary these state that personal data shall be:

* Processed fairly and lawfully and shall not be processed unless certain conditions are met.
* Obtained for specified and lawful purposes and not further processed in a manner incompatible with that purpose.
* Adequate, relevant and not excessive.
* Accurate and where necessary up to date.
* Kept for no longer than necessary.
* Processed in accordance with data subjects' rights.
* Protected by appropriate security.
* Not transferred without adequate protection. The university is committed to ensuring that current employees comply with this act regarding the confidentiality of any personal data held by the university, in whatever medium.

In addition, people whose data is recorded have the right to view that data (‘right of subject access’), make corrections or have it deleted.