

EXEMPLAR 1: DEVOLVED ETHICS APPROVAL APPLICATION SUMMARY

Student Name: Saman Gunawardena Student Number: 20036564
 Module Name: Dissertation Module Number: MBA 7099
 Programme Name: MBA Supervisor Name: Dr. Senaweera

To be completed by student and supervisor before submission to Ethics Approval Panel	Student Signature;		Supervisor Signature;	
	Yes	N/A	Yes	N/A
Application for ethics approval	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>	-
Participant information sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participant consent form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pilot interview/s Pilot questionnaire/s Letter/s to participating organisation/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

First Submission ☒ Resubmission ☐

Date: 16/ Aug/ 2014

For use by the devolved ethics approval panel:

Panel Members	Name	Signature
Module leader:	_____	_____
Supervisor:	_____	_____
CSM Ethics Committee Representative:	_____	_____

Date: _____ Date of Reassessment: _____

Outcome:

Project Approved	<input type="checkbox"/>	Reference number: _____
Project Approved in Principle	<input type="checkbox"/>	
Application not ready/ incomplete	<input type="checkbox"/>	(Decision deferred)

Comments for projects not fully approved: _____

EXEMPLAR 2:**CARDIFF METROPOLITAN UNIVERSITY
APPLICATION FOR ETHICS APPROVAL**

When undertaking a research or enterprise project, Cardiff Met staff and students are obliged to complete this form in order that the ethics implications of that project may be considered.

If the project requires ethics approval from an external agency such as the NHS or MoD, you will not need to seek additional ethics approval from Cardiff Met. You should however complete Part One of this form and attach a copy of your NHS application in order that your School is aware of the project.

The document ***Guidelines for obtaining ethics approval*** will help you complete this form. It is available from the [Cardiff Met website](#).

Once you have completed the form, sign the declaration and forward to your School Research Ethics Committee.

PLEASE NOTE:

Participant recruitment or data collection must not commence until ethics approval has been obtained.

PART ONE

Name of applicant:	Saman Gunawardena
Supervisor (if student project):	Dr. Senaweera
School:	Business School
Student number (if applicable):	20036564
Programme enrolled on (if applicable):	MBA
Project Title:	A study on employee performance at the ABC Company.
Expected Start Date:	
Approximate Duration:	
Funding Body (if applicable):	
Other researcher(s) working on the project:	
Will the study involve NHS patients or staff?	NA
Will the study involve taking samples of human origin from participants?	NA

In no more than 150 words, give a non technical summary of the project

To be completed for all projects

Does your project fall entirely within one of the following categories:

Paper based, involving only documents in Choose an item.

Exemplar 2

the public domain	N/A
Laboratory based, not involving human participants or human tissue samples	NA
Practice based not involving human participants (eg curatorial, practice audit)	NA
Compulsory projects in professional practice (eg Initial Teacher Education)	NA
<p>If you have answered YES to any of these questions, no further information regarding your project is required.</p> <p>If you have answered NO to all of these questions, you must complete Part 2 of this form</p>	

DECLARATION: I confirm that this project conforms with the Cardiff Met Research Governance Framework	
Signature of the applicant:	Date:
FOR STUDENT PROJECTS ONLY	
Name of supervisor:	Date:
Signature of supervisor:	

Research Ethics Committee use only	
Decision reached: <div style="float: right;"> Project approved <input type="checkbox"/> Project approved in principle <input type="checkbox"/> Decision deferred <input type="checkbox"/> Project not approved <input type="checkbox"/> Project rejected <input type="checkbox"/> </div>	
Project reference number: Click here to enter text.	
Name: Click here to enter text.	Date: Click here to enter a date.
Signature:	
Details of any conditions upon which approval is dependant: Provided a summary sheet is submitted with the application you can state 'see summary sheet'. If no summary sheet is used all conditions must be described here	

A RESEARCH DESIGN	
A1 Will you be using an approved protocol in your project?	No
A2 If yes, please state the name and code of the approved protocol to be used ¹	
Most CSM projects will not use a protocol so this section will be n/a	
A3 Describe the research design to be used in your project	
<p>The research will be carried out among customers of all major operators. The population for this research was limited to the Colombo District as selecting a sample base from all 25 districts across the Island would be operationally challenging.</p> <p>Given that the target population is significantly sizable, even after being limited to Colombo, an accessible population of 160 customers was selected as the population for the research.</p> <p>In investigating the objectives for this study and to answer the main research question, the main method for data collection would be through the deployment of questionnaires</p> <p>The Statistical Package for Social Sciences (SPSS) version 13.0 will be used to analyze the data collected and validate the hypothesis.</p>	
A4 Will the project involve deceptive or covert research?	No
A5 If yes, give a rationale for the use of deceptive or covert research	

C POTENTIAL RISKS
C1 What potential risks do you foresee?
Non
C2 How will you deal with the potential risks?
Click here to enter text.