Provide a brief description of the data collection procedure to be undertaken in the research:

A 22 Question survey will be sent to at least 189 respondents consisting of trainers, managers, rank and file employee, and directors in Sutherland Global Services Philippines.

**The following should be attached to the checklist:**

* A copy of the informed consent form to be used in the study.
* A copy of the instrument/tool that will be administered to the participants.
* If applicable, a copy of the letter seeking permission to collect data from participants who are under the supervision of an agency, institution, department, or office.
* If applicable, a copy of the parental consent form for participants below 18 years old.

***The following items refer to important ethical considerations in the conduct of research with human participants. Provide a check for the appropriate answer to each question.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Source of data**  *Please check all that apply:* | | | | |
|  | 1. **New data will be collected from human participants**   If you checked this item, how will the new data be gathered? Please check all that apply.  Aft | | | |
|  | **Experimental Procedures/Intervention/ Treatments** | | |
|  | **Focus Group** | | |
|  | **Personal Interviews** | | |
|  | **Self-administered Questionnaire** | | |
|  | **Researcher-administered Questionnaire** | | |
|  | **Internet survey** | | |
|  | **Observation** | | |
|  | **Telephone survey** | | |
|  | **Others, please specify:** | | |
|  | 1. **Pre-existing data from human participants, i.e., from a dataset**   If y | | | |
| If | | | | |
|  |  | | | |
| **Only answer if new data will be collected (item 1 above)** | | | | | |
| **Sampling Details** | | | | | |
| Number of Participants/Subjects | | | | **189 minimum** | |
| Location where the participants will be recruited/ where subjects will be obtained? | | | | **Sutherland global services, Taguig City** | |
| How long will the data collection take place? | | | | **January-April 2020. Approx 3 mos.** | |
| Who will perform the data collection? | | | | **The proponents via Google Forms** | |
| Location(s) where data collection will take place | | | | **Google Forms** | |
| What procedures will be employed to ensure voluntary consent from participants? | | | | **Voluntary submission and completion of online survey** | |
| **Data Retention** | | | | | |
| How long will data with participant identifiers be kept after the publication of the first paper from the project? | | | | **6 months** | |
| How long will anonymized data be kept after the publication of the first paper from the project? | | | | **6 months** | |
| **Procedure for Informed Consent** | | | | | |
| How will informed consent be recorded?  (check all that applies)  Reminder: please attach informed consent that will be used in the study | | | [ ] Written Consent  [ ] Audio-recorded Consent   * Online/Email recorded Consent   [ ] Others, please specify: | | |

**If you will not obtain a recorded informed consent, answer the questions that follow:**

|  |
| --- |
| **Why does the waiver of informed consent not pose a threat to the welfare and rights of the participants?** |

|  |
| --- |
| **Why is recording an informed consent not practical for the proposed study?** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Not Applicable** |
| 1. Will the research involve students who will be receiving course credits for their participation?   **If YES, please attach a copy of the consent form and a summary of the debriefing process that will help participants understand how their participation in the research has provided a relevant learning experience to the crediting course.** |  | NO |  |
| 1. Does the study involve participants below 18 years old or those who are unable to give their informed consent?   **If YES, please attach a copy of the parental consent form.** |  | NO |  |
| 1. Is there a possibility that the research can induce physical and/or psychological harm to the participants? Will they experience pain or some discomfort as a result from their participation in the research?   **If YES, please attach an acceptable argument that outlines the benefits of doing the research and how they outweigh the cost of harming the participants.** |  | NO |  |
| 1. Will the participants be deliberately falsely informed or made unaware that they are being observed? Will they be misled in a way that they will possibly object to or show unease when told of the real purpose of the study?   **If YES, please attach an acceptable argument that outlines the benefits of doing the research and how they outweigh the cost of harming the participants.** |  | NO |  |
| 1. Will the research involve the discussion of, or questions on, sensitive topics (e.g. sexual activity, substance abuse, or mental health)?   **If YES, please make sure that the informed consent form explicitly states that sensitive questions will be posed and that you will safeguard the anonymity of the participants and ensure confidentiality. Please attach a copy of your informed consent form and your instrument.** |  | NO |  |
|  | **Yes** | **No** | **Not Applicable** |
| 1. Will the research involve the administration of drugs, or other substances to the participants?   **If YES, please attach an acceptable argument that outlines the benefits of doing the research and how they outweigh the cost of harming the participants.**  **Please also attach a description of the procedure that will ensure that the participants will be brought back to their physical and psychological states prior to their participation in the research.** |  | NO |  |
| 1. Will biological samples (e.g. blood, saliva, urine) be obtained from the participants?   **If YES, will this involve invasive procedures? Please attach a description of these procedures.** |  | NO |  |
| 1. Will genetic materials be obtained from the biological samples?   **If YES, please attach a description of the procedures that will ensure confidentiality. Please attach the informed consent form.** |  | NO |  |
| 1. Will financial inducements (other than reasonable expenses, like transportation or meal allowances) be offered to the participants for their participation in their research?   **If YES, the researcher(s) should be mindful of how the inducements can influence the participants’ responses or behaviors during the research. Indicate the financial inducements offered to the participants:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | NO |  |
| 1. Is there a possibility for groups or communities to be harmed by the dissemination of the research findings?   **If YES, please attach a description of procedures to ensure the anonymity and confidentiality of the research findings.** |  | NO |  |

***Answering YES to most of the above items will signal an ethical issue that needs to be addressed. Some actions that will allow adherence to research ethical principles are provided with each item. The researcher is advised to refer to the University’s Guide to the Responsible Conduct of Research for the appropriate procedures to ensure adherence to ethical principles in the conduct of research.***

**Declaration**

|  |  |
| --- | --- |
| ***I certify that I have read and understand the De La Salle University Code for the Responsible Conduct of Research and will abide by the ethical principles in this document. I will submit a final report of the proposed study to the DLSU-Research Ethics Office. I will not commence with data collection until I receive an ethics review approval from the College Research Ethics Committee.*** | |
| ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_Richard Justin Gan \_\_\_\_\_\_\_N*ame and Signature of Principal Investigator** | ***\_\_\_\_\_\_\_\_November 23, 2019\_\_\_\_\_\_\_\_\_***  **Date** |

|  |
| --- |
| **FOR GRADUATE and UNDERGRADUATE DLSU STUDENTS ONLY** |
| I confirm that the student(s) is/are capable of undertaking this research in a safe and ethical manner. |
| **Mr. Patrick Hariramani** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  Adviser’s Name Signature Date |

**FOR PROPONENTS WHO WILL GATHER NEW DATA, PLEASE STOP ANSWERING.**