

**SCHOOL RESEARCH ETHICS ASSESSMENT FORM  
SCHOOL OF BUSINESS RESEARCH ETHICS COMMITTEE  
POKHARA UNIVERSITY**

This checklist, based on the School's Code of Practice for Research Ethics Framework, is designed to help determine the level of risk of harm to participants' welfare entailed in any proposed research within the School. The form must be submitted to the Research Management Cell (RMC) of the school.

This assessment form should be completed for every empirical research project at the school by students and by faculties that involves human participants. It is used to identify whether a full application for ethics approval needs to be submitted

Before completing this form, please refer to the Code of Practice for Research Ethics of the school. This assessment form must be completed and ethics approval given before potential participants are approached to take part in any research. Penalties may apply if students approach participants without ethical approval.

**Section I: Research Project Details**

1. Project title:

**Section II: Applicant Details**

2. Name of researcher (applicant):

3. Status (please select):  Undergraduate Student  Postgraduate Student  Staff

4. Discipline :

5. Email address:

6a. Contact address:

6b. Contact number:

**Section III: For Students Only**

7. Program:

8. Supervisor's name:

9. Email address:

10. Contact address:

*Supervisor: Please tick the appropriate boxes. The study should not begin until all boxes are ticked:*

- The student states that he or she has read the School's Code of Practice for Research Ethics.
- The topic merits further research.
- The student will possess the skills to carry out the research by the time that he or she starts any work that could affect the well-being of other people. He or she will be deemed to have acquired such skills on attending the relevant research skills seminars provided by the School.
- The informed consent form and debriefing form for participants are attached.

I have reviewed the submission and support the proposal for human participation as part of the planned research.

Additional comments from supervisor:

\_\_\_\_\_

Supervisor's signature

\_\_\_\_\_

Date

#### Section IV: Research Checklist

Please answer each question by ticking the appropriate box:

	YES	NO
1. Does the study involve participants who may be particularly vulnerable and/or unable to give informed consent, thus requiring the consent of parents or guardians? (e.g. children under the age of 16; people with certain learning disabilities)	<input type="checkbox"/>	<input type="checkbox"/>
2a. [For staff only:] Does the study involve participants who are your own students?	<input type="checkbox"/>	<input type="checkbox"/>
2b. If the answer to Question 2a is Yes, then will your students be unable to give informed consent?	<input type="checkbox"/>	<input type="checkbox"/>
3a. Will the study require the co-operation of a 'gatekeeper' to allow initial access to the groups or individuals to be recruited?	<input type="checkbox"/>	<input type="checkbox"/>
3b. If the answer to Question 3a is Yes, then will the study involve people who could be deemed in any way to be vulnerable by virtue of their status within particular institutional settings? (e.g. students at school; certain disabled people; members of a self-help group; residents of a nursing home, prison, or any other institution where individuals cannot come and go freely)	<input type="checkbox"/>	<input type="checkbox"/>
4. In situations where participants are not going about their daily business, but gathered for the purpose of a study, will it be necessary for participants to take part in the study without their knowledge and consent at the time? (e.g. covert observation of people in non-public places)	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the study involve discussion by or with respondents or interviewees of their own involvement in activities such as sexual behaviour or drug use, where they have not given prior consent to such discussion?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is pain or more than mild discomfort likely to result from the study?	<input type="checkbox"/>	<input type="checkbox"/>
7. Could the study induce psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the study involve prolonged or repetitive testing?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants?	<input type="checkbox"/>	<input type="checkbox"/>
10a. Are you undertaking this study as part of your work placement?	<input type="checkbox"/>	<input type="checkbox"/>

10b. If your answer to Question 11 is Yes, then has the employer at your work placement failed to conduct its own research ethics review?

**Please provide appropriate documentation in support of your application (e.g., informed consent forms, debriefing forms, survey questionnaires, interview protocols, copies of approved ethics forms from external organisations).**

**Give a brief description below of the procedures you will use to gather your participants, including the criteria for their inclusion and selection, and whether and how confidentiality or anonymity will be retained.**

*I agree that the details provided above are true.*

Signature of the Researcher: .....

Date: .....