**FORMAT SUBMISSION OF RESEARCH PROPOSALS FOR REVIEW BY THE UNIPORT RESEARCH ETHICS COMMITTEE**

Researchers may apply for ethical review of their research proposals to the Research Ethics Committee using the following format and guidelines:

## A. SUBMISSION

i. The proposal should be submitted in 3 hard copies (in loose bounding: spiral or slide) in addition to an e-copy in a CD, to the Secretary, Research Ethics Committee with a covering letter.

ii. For STUDENTS (postgraduate – within/outside UNIPORT), submissions must be on the recommendation of the Supervisor, and should be forwarded through the Head of Department and/or Chairman, Faculty Graduate Studies Committee or Research Committee.

iii. For other categories of researchers (Staff, centres, institutes or organizations), submissions should be sent directly to the Secretary, Research Ethics Committee.

## B. FORMATTING

i. The proposal should be prepared by filling in the attached form (template) electronically *before* printing in hard copies.

ii. The proposal should be produced using a computer word processor on font type, Times New Roman 12 point (except where otherwise stated) and 1.15 line spacing.

iii. Please DO NOT exceed the stipulated word count for each section. *Place the cursor within and type into the grey areas and inside the boxes*.

iv. To tick a box, double-click it to open a Check Box Options window and select 'Checked'.

v. The proposal should be printed on A4 paper

# ETHICS REVIEW APPLICATION FORM
# POST-GRADUATE STUDENT TEMPLATE

## SECTION A – GENERAL INFORMATION

### 1. TITLE OF RESEARCH PROJECT

| |
|---|
| |

### 2. RESEARCH SUPERVISOR:

| | |
|---|---|
| **Name**: | **Qualification** (s): |
| **Department**: | **Year of Qualification**(s): |
| **Phone**: | **Email**: |
| **Signature**: | **Date**: |

### 3. RESEARCHER DETAILS:

| | |
|---|---|
| **Name**: | **Matric/Reg. No.** |
| **Department**: | |
| **Phone**: | **E-mail**: |
| **Degree in view (Student):** | **Expected Year of Graduation:** |
| **Signature**: | **Date**: |

### 4. HEAD OF DEPARTMENT/INSTITUTE/SCHOOL/CENTRE:

| | |
|---|---|
| **Name**: | |
| **Department**: | |
| **Phone**: | **Email**: |
| **Signature**: | **Date**: |

**HOST SITES:**
Indicate the location(s) where the research will be conducted:

University of Port Harcourt ☐
Affiliated Institutions e.g. CCE, UPTH ☐ specify site(s): _____
Community with UNIPORT area ☐ specify site(s): _____
Other ☐ specify site(s): _____

N.B. If the research is to be conducted at site requiring administrative approval/consent (e.g., in school), it is the responsibility of the researcher to obtain such prior to starting the project.

**OTHER RESEARCH ETHICS COMMITTEE APPROVAL:**
(a) Does the research involve another institution? Yes ☐ No ☐
(b) Has any other REB approved this project? Yes ☐ No ☐

## SECTION B – SUMMARY OF THE PROPOSED RESEARCH

### 1. RATIONALE

*Describe the scholarly rationale for the proposed project. The rationale for doing the study must be clear. Please include references in this section. (Not more than 250 words).*

### 2. AIM AND OBJECTIVES

*Describe the purpose and objectives to be achieved by the proposed project. State the hypotheses/research questions to be examined. (Not more than 250 words).*

### 3. METHODS

*(a) Describe all formal and informal procedures to be used. Provide the study setting and state the study design. Describe the data to be collected, where and how they will be obtained and the tools to be used. State how the tool will be validated. (Not more than 350 words).*

***(b) Attach a copy of all questionnaires, interview guides and/or any other instruments.***

### 4. PARTICIPANTS, INFORMANTS, OR DATA SUBJECTS

*Describe the participants to be recruited. List the inclusion and exclusion criteria. Where the research involves extraction or collection of personally identifiable information, please describe from whom the information will be obtained, and how they would be selected. Where applicable, justify sample size. (Not more than 200 words).*

### 5. DATA ANALYSIS

*Describe data analysis including descriptive and inferential method (if applicable). (Not more than 200 words).*

### 6. BENEFITS AND RISKS OF THE RESEARCH

*(Not more than 200 words).*

### 7. CONSENT PROCESS

*Where applicable, please attach a copy of the information letter/Consent Form, the content of any telephone script, letters of administrative consent or authorization and/or any other material which will be used in the informed consent process.*

### 8. CONFIDENTIALITY

***(a) Will the information be treated as confidential?*** **Yes** ☐ **No** ☐

***(b) Describe the procedures to be used to protect the confidentiality of participants or informants, where applicable. (Not more than 100 words)***