Template of submission to the Ethics Committee (to be submitted by PhD researcher/ researcher/principal investigator in group projects)

A. General Information

1. Name of Researcher

2. Title of proposed work

3. Supervisor/Co-researchers

4. Collaborations with any, with details of collaborators.

5. Details of Funding:

B. Details of the Research Proposal

1. What is your research question or the purpose of your research?

2. Provide background information about the research that will help the reviewer understand your project. Avoid discipline-specific jargon.

3. List ALL the populations to be included in the research

4. Which are the vulnerable population in the list?

5. In what language is the research to be conducted?

6. What are the languages of the research participants, and what level of proficiency do you possess in these? What measures will be taken to ensure that they comprehend research aims and risks, given limited literacy and communication barriers?

7. How are the participants, especially from vulnerable groups, to be recruited? Will incentives be offered? How do you propose to build rapport with these groups before the research?

8. If so, please provide details of the incentives (sums, frequencies, groups etc)

9. If a research team is involved, please provide information on how it is constituted. Are the members capable of and trained in researching vulnerable subjects/marginalized groups and addressing power dynamics in fieldwork, especially among different groups of research subjects?

10. Please provide details of research activities:

10a. For surveys:

- What surveys will participants be asked to answer?
- How will participants complete the survey?
- Will there be more than one survey?
- How long will each survey take to complete?
- Are there specific questions in the survey which may touch on potentially ethically-sensitive matters?
- If yes, what precautions do you plan to make?

10b. For interviews and focus group discussions (FGDs):

- What will be the focus or topic of the interview/FGD?
- What kind of questions will be asked?
- Will interviews/FGDs be conducted virtually, in-person, or some other way?
- Will participants be invited to take part in more than one interview?
- How many participants will be part of each FGD?

- What is the expected duration for each interview/FGD?
- Are there specific questions that touch upon ethically-sensitive matters?
- If yes, what precautions will be taken?

10c. For observational research

- Where will the observations take place?
- What will be observed?
- How long will the observations last?
- Will individuals be notified they are being observed for research purposes?

10d. For experimental manipulations:

- What is the manipulation?
- How will the manipulation be introduced?
- What stimuli will be used?
- How will the stimuli be presented?
- Are there specific stimulations that are potentially ethically-sensitive?
- If yes, what precautions will be taken?

11. Will participants be audio-recorded or video-recorded, either individually or in groups?

12. If yes, then how will this data be protected to ensure privacy and confidentiality of the research participants? How will transcription, if undertaken, be done in a way that ensures confidentiality?

13. If research subjects are photographed, how will that data be used? How will it be protected?

14. Will participants be compensated? If so, (a) why, (b) how, (c) under what conditions, and (4) to what extent?

15. Are there benefits to the research subjects from participation?

16. Are there risks? If so, of what kind? How are they to be minimised?

17. Do you need individually identifying information, such as email addresses or phone numbers, to contact and recruit participants?

18. If YES: What identifiers do you need to recruit participants? How will identifiers be collected? Where will identifiers be stored? What will happen to the identifiers after the recruitment process is complete?

19. Do you plan to collect and/or store any direct identifiers that will be linked to participants' responses? If you have a key linking identifiers with unique identification numbers, the data are considered identifiable. Audio recordings and images of participants' faces are considered direct identifiers.

20. Do you plan to collect and/or store any indirect identifiers about your participants? Indirect identifiers are any descriptors, such as demographic or background information, that can be used to deduce your participants' identity.

21. If the answer to Q 20 is Yes, then: What are the indirect identifiers? Why are the indirect identifiers necessary? How will the indirect identifiers be collected? Where the indirect identifiers be kept/stored? How long will the indirect identifiers be kept?

22. If the data include any identifying information (direct or indirect), will the identifiers be removed from the data? If the answer is no, please explain why the identifiers will not be removed.

23. Will you have to use names or photos of research subjects while sharing research findings? If yes, then please explain why.

24. Based on your research topic, setting, and reported characteristics of your participants, could their identities be readily deduced by someone who read your findings?

25. Will you use the data you gather for future research?

☐ Yes ☐ No

26. Is there a possibility that you may want to share the data with researchers (other than anyone who has been listed as collaborators?

27. Describe how and where the consent process will take place for each unique participant population. Your response should explain where, how, and who will consent participants. If someone is expected to provide consent or permission for your participants, please explain. For example, parents are expected to provide permission for their child to participate; legally authorized representatives (LAR) provide consent for those with diminished capacity.

28. Are you requesting a waiver of the requirement that participants physically sign the consent process (i.e. a waiver of documentation of consent)? If yes, please mention all the reasons for the request.