


PRE-SUBMISSION SCREENING DOCUMENT

Principal Investigator :

Kulliyah :

Project Title :

Contact No:

Signature:

Email :

All data collection involving human participants normally requires prior ethical approval with the exception of the following, which are not considered “research”:

- Instructional strategies
- Effectiveness of or the comparison among instructional techniques, curricula or classroom management methods
- Routine audit
- Performance reviews
- Quality assurance studies
- Testing within normal education requirements
- Service evaluations
- Polling on current public policy issues
- Literary or artistic criticism

While data collected and stored as a record at an individual level is considered ‘human data’, material already in the public domain is not e.g. publications, books, newspaper articles, television or online material.

The following questionnaire is to help alert you to the major types of ethical issues in your research. Please answer **ALL** questions.

If you tick ‘**Yes**’ to any of the questions, please include a brief description here and provide full details and all necessary justifications in your proposal. Please also explain and justify other ethical issues where applicable.

NO.	SUBJECTS’ PROFILE	No	Yes	Brief Description
1.	Does this study involve a particular vulnerable group or participants who are unable to give informed consent? <ul style="list-style-type: none"> • Mentally handicapped (not sane) • Children • Elderly • Individuals with learning disability • Your own students 			

Appendix 5

Workstation : R & PG, KOM
 Version No. : 00
 Revision : 00
 Effective Date : 07.09.2012

NO.	SUBJECTS' PROFILE	No	Yes	Brief Description
2.	<p>Will the study require the consent of a guardian (supervisor) for individuals to be recruited?</p> <ul style="list-style-type: none"> • Students from educational institutions • Members of an institution (hospitals, Nursing homes, homes for the elderly, Orphanages) 			
3.	<p>Is pain or more than mild discomfort likely to result from the study?</p>			
4.	<p>Will the participants take part in the study without their knowledge and consent?</p> <ul style="list-style-type: none"> • Covert observation of people in non-public places 			
5.	<p>Will sensitive topics be discussed as a component of your study?</p> <ul style="list-style-type: none"> • Sexual activity • Alcohol or drug use 			
6.	<p>Will any drugs, placebos or other substances be given to participants of your study?</p>			
7.	<p>Will the study involve invasive, intrusive or potentially harmful procedures of any kind?</p>			
8.	<p>Will urine, blood or tissue samples be obtained from participants in your study?</p>			
9.	<p>Could the study induce psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life to your participants?</p>			
10.	<p>Will the study involve prolonged or repetitive testing?</p>			
11.	<p>Will there be financial inducements (other than reasonable expenses and compensation for time) be offered to participants of your study?</p>			

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NO.	SUBJECTS' PROFILE	No	Yes	Brief Description
12.	Will the study involve recruitment of patients or staff through the Ministry of Health Institutions? (CRC approval required)			
13.	Are there any other ethical issues not highlighted in this checklist?			

N.B.
Additional Information