**HUMAN SUBJECTS RESEARCH PROTOCOL APPROVAL FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Primary Investigator Information** | | | | | | |
| **Primary investigator Name** |  | | | | | |
| **College** |  | | | | | |
| **Department** |  | | | | | |
| **Address:** |  | | | | | |
| **Email** |  | | | | | |
| **Phone** |  | | | | | |
| **Collaborators** | **College Name** | **University** | | | **Mobile #** | **Type** |
|  |  | | |  | **□ Faculty □ Staff** |
|  |  | | |  | **□ Faculty □ Staff** |
| **Research Information** | | | | | | |
| **Research Title** |  | | | | | |
| **Project Purpose** |  | | | | | |
| **Research Methodology** |  | | | | | |
| **Expected Outcome** |  | | | | | |
| **Significance of project to your discipline** |  | | | | | |
| **Duration** | **Start Date** |  | | | **End Date** |  |
| **Funded** | **Source** |  | | | **Amount** |  |
| **Type of Project** | **Thesis** | | **□ Master □ PHD** | | | |
| **Title of Thesis** | |  | |
| **Supervisor** | |  | |
| **Classwork** | | **Course title** |  | | |
| **Project** | | **Title** |  | | |
| **Research Methods** | | | | | | |
| **Subject of the population** | | |  | | | |
| **Types of instruments to be used** | | | * **Tests** * **Questionnaires** * **Interview** * **Form groups** * **Other specify:** | | | |
| **How to be administered** | | | * **Phone** * **Face-to-Face** * **Email** * **Online** * **In person** * **Other Specify:** | | | |
| **Frequency of subject application** | | |  | | | |
| **Data will be recorded using** | | | * **Written notes** * **Audio tape** * **Video Tape** * **Observation** * **Photography** * **Other Specify:** | | | |
| **Population checklist** | | | * **Faculty** * **Students** * **Staff, Specify:** * **CEO** * **Director** * **Manager** * **Dean** * **Other, Specify:** | | | |
| **Please indicate all measures to be taken to insure the protection of Subjects’ Confidentiality including where all data will be stored and when it will be destroyed.** | | | | | | |
| **Please check each category of data that will be reported in your study** | | | **Subjects:**   * **Names of People** * **Address** * **Phone number** * **Ages** * **Gender** * **Marital status** * **Types of Employees** * **Incomes** * **Job titles** * **Name of employers** * **Other** | | | |
| **Will the research involve** | | | * **Psychological Stress** * **Physical hazards** * **Specify** | | | |
| **Data will be used for?** | | | * **Publication** * **Evaluation** * **Needs assessment** * **Conference presentation** * **Degree requirement** * **Class report (Oral/Written)** | | | |
| **Other comments** | | |  | | | |

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| **Risk & confidentiality** |
| **Measures to be taken in case of risk** |
|  |
| **Measures to be taken to insure the protection of subjects’ confidentiality.** |
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| **Recommendation** |
| **This activity has been reviewed by the Dean of Scientific Research at the University of Business and Technology (UBT)** |
|  |

**Committee composed of:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Date** | **Signature** |
| **Rector** |  |  |  |
| **Vice rector of Academics** |  |  |  |
| **Dean of Scientific Research** |  |  |  |