**Memorandum**

**Suranaree University of Technology**

**Office of**  **Tel/Fax.**

**No. MoE Date**

**Subject SUTEC’s Submission form for** **Social/Anthropological studies**

**To** Chairman of The Suranaree University of Technology Ethics Committee in human research

I, ……(Name and status)......, of ….........(Office/Faculty of affiliation) ....................would like to submit a research proposal entitled ……..(Name in Thai and English)…………..........for approval of ethics in human research. I have attached 4 copies the following documents for your considerations:

|  |  |  |
| --- | --- | --- |
| Document List | Yes | no |
| 1. Protocol form for Social/Anthropological studies (specify version and dated) |  |  |
| 2. Full research proposal/Thesis /Independent Study Proposal graduate study (In case of graduate students) |  |  |
| 3. Principal investigator’s and co- investigator’s curriculum vita in Thai or English |  |  |
| 4. Certificate of participation in a workshop for ethics in human research |  |  |
| 5. Self-Assessment form |  |  |
| 6. Conflict of interest form |  |  |
| 7. Participant information sheet (specify version and dated) |  |  |
| 8. Informed consent form or Written consent waive form (specify version and dated) |  |  |
| 9. Case record form (if any) |  |  |
| 10. Questionnaire (if any) |  |  |
| 11. Investigator’s brochure (if any) |  |  |
| 12. Other (please specify) ………………………………………………………………………. |  |  |

Thank you for your kind considerations.

|  |  |
| --- | --- |
| Signature………………………………….………….…………… | Signature ………………………………….………….… |
| (……………………………….…………) | (……………………………….……………) |
| (In case principal investigator is a student/resident) | Principal investigator |
| Signnature………………………………….……….......... | |
| (……………………………….…………………….) | |
| Head of Department/Office or Dean of faculty | |

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**SUTEC’s submission Form for Ethics in Human Research for**

**Social/Anthropological studies**

**The applicant must submit details for all of the items below**

1. Research title: …………………………………………………………………………………………………………

2. Principal investigator and affiliation:

Phone number ……………………..

E-mail……………………

3. Co- investigator(s) and affiliation(s): ………………………………………………………………………………..

4. Significance of problems to be studied (executive summary)…………………………………………………………………………

5. Objectives (Write clearly)

……………………………………………………………………………………………………………………………………………………………………………

6. Concrete benefits of the project once completed.

……………………………………………………………………………………………………………………………………………………………………………

7. Research methodology (Make a check mark (√) in the boxes where applicable)

* a. Qualitative
* Phenomenology
* Ethnography
* Grounded Theory
* Others................................................................
* b. Quantitative
* Descriptive
* Relationships studies
* Experimental/Quasi-experimental
* Systematic reviews
* Others................................................................
* c. Action Research/ Participatory Action Research
* d. Others (please specify).........................................................

8. Methods of data collection

* 1. Self-response questionnaires
* 2. Structured or semi-structured interviews
* 3. In-depth interviews
* 4. Focus groups
* 5. Observations (please specify, for example, participatory or non-participatory)
* 6. Others ...........................................................

9. Background and review literature

- Rationale/research questions (summarized with references) ………………………………………………………..

10. Population and volunteers

a. How many volunteers are needed? How is the number of volunteers calculated? Why this number?

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b. What are the qualifications of the volunteers? How are the volunteers selected? Are there any groups of volunteers that are excluded from the study?

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1. Inclusion criteria

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2. Exclusion criteria

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3. Withdrawal or termination criteria indications that point to dangers that will happen to the volunteers if the research protocol continues

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4. Subject allocation

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c. What is the method used in dividing the volunteers into experimental and control groups, if any?

………………………………………………………………………………………………………………………………………………………………………

d.Are the following vulnerable volunteers (who cannot make decisions in critical situations) used in the study?

No

Yes

* Infants, children
* Pregnant women
* The elderly
* Patients with chronic diseases
* Those who cannot give consents on their own behalf
* The disabled
* Prisoners, alien labors, the socially disadvantaged
* School pupils/students, subordinates
* Others (please specify) .........................................

If there are vulnerable subjects, please state reasons why this group of subjects must be included in the study. Please also suggest how you plan to protect these vulnerable subjects. ..................................................................................................................................................................................................

e. How are the volunteers approached?

…………………………………………………………………………………………………………………………………………………………………

f. If there are compensations or rewards, please specify the amount or other details.

…………………………………………………………………………………………………………………………………………………………………

11. Explain the study method and give reasons why this study contains only a minimal risk.

……………………………………………………………………………………………………………………………………………………………………………

12. What method is used in obtaining the volunteers’ consent? (Please specify clearly)

* a. Signed written consent (as in the attached volunteers’ information sheet and informed consent form)
* b. Verbal consent (Please attach the Waiver of Consent form and the volunteers’ information sheet)

13. Explain the process of obtaining subject’s consent :

13.1) Who is the person who asks for consent? (Consider that the subjects give their consent without undue influence /coercion). .........................................................................................

13.2) When are the subjects asked for consent? (Consider that the subjects have an opportunity to ask questions about research and adequate time before making decision) ..............................................................................................................................................................................

13.3) Where does the process of consent take place? (Consider that the place provides privacy and keep the confidentiality of the subjects as well as convenience for the subjects asking questions about becoming a research subject). Please give details. ..............................................................................................................................................................................

14. What are the benefits to the volunteers and the community involved in the study including community empowerment?

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15. What are (if any) the negative/undesirable effects that may happen to the people or community involved in the study? For example,

a. Are there any risks of danger to the body and mind of the people involved or to the society and economy? What measures has the researcher planned to prevent any harmful effects or to remedy such harmful effects?

…………………………………………………………………………………………………………………………………………………………………

b. In the case of effects on the community, how does the researcher plan to approach or consult with the community?

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16. What method is used in protecting the volunteers’/community’s confidentiality?

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17. What are the budget details for this research study?

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18. What is the length of time for this research study?

a. Data collection is expected to start in (month)………..(year)………..and finish in (month)…………(year)………

b. Expected length of time for the research study is……….years………months.

19. Examination of the research methodology from the affiliated faculty

* The research proposal was approved by the research proposal committee for the Faculty of ……………… on (date)………..(month)……………(year)………..
* The research proposal was approved by the thesis advisor on (date)…………(month)…………..(year)………..
* Others…………………………..…………………………………………………………………

20. What is the researcher and research team’s experience in research ethics?

* The researcher and research team have attended the following training courses for ethics in research studies. Give individual details and proofs of attendance.

1. Researcher name:..........................Course/training topics:...............................Year taken ...............
2. Researcher name:..........................Course/training topics:...............................Year taken ...............
3. Researcher name:..........................Course/training topics:...............................Year taken ...............

* The researcher has not taken the training course, but has planned to develop the potential of the research team according to international standards as follows: ..................................................................................................................................................................................

I hereby certify that the above information is truthful, and I fully and clearly understand every piece of the information given.

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| --- | --- |
| Signature………………………………….…………. | Signature ………………………………….…… |
| (……………………………….…………) | (……………………………….……) |
| Project Advisor  In case the principal investigator is a student/resident | principal investigator |

Signature ………………………………….…………

(……………………………….)

Co-investigator

Signature ………………………………….…………

(……………………………….)

Co-investigator

This protocol has been approved by the affiliated organization.

Signature ………………………………….………….……………

(……………………………….……………)

Chair, School of …………………………

Signature ………………………………….………….……………

(……………………………….……………)

Head, research department

Signature ………………………………….………….……………

(……………………………….……………)

Dean, Institute of……………………………………….