

**RESEARCH AND STATISTICS DIVISION, POLITEKNIK BRUNEI**

Block 2E Ong Sum Ping Condominium, Jalan Ong Sum Ping, Bandar Seri Begawan BA1311

Phone No. 2234466 ext. 203 | [researchrequest@pb.edu.bn](mailto:researchrequest@pb.edu.bn)

**RESEARCH REQUEST REVIEW CHECKLIST FOR PB RESEARCH ETHICS FORM 8B & 8C**

Ethical considerations in research are a set of principles that guide your research designs and practices. These principles include voluntary participation, informed consent, anonymity, confidentiality, potential for harm, and results communication. Researchers must always adhere to a certain code of conduct when collecting data from others. These considerations protect the rights of research participants, enhance research validity, and maintain scientific integrity. The following checklist is to be considered and followed in completing the **PB Research Ethics Form (8B & 8C)** for the **Application for Research Ethics Review and Verification Approval process**.

**[A] FORM COMPLETION**

PROCESS		RESEARCHER'S CHECKLIST	Tick (✓) where necessary
1	All required signatures obtained	Researcher's Signature Supervisor's Signature	<input type="checkbox"/>
2	All submissions and required documents were attached	Participant Information Sheet.	<input type="checkbox"/>
3		All required supporting documents (i.e. data collection/questions/survey questionnaire sample)	<input type="checkbox"/>
4		Research proposal	<input type="checkbox"/>
5		Informed Consent Form ( <i>where applicable</i> )	<input type="checkbox"/>
6	All links provided are working and shortened	Cloud access to all submitted documents are provided	<input type="checkbox"/>
7	Every required section is filled and completed		<input type="checkbox"/>

**[B] RESEARCH PROPOSAL CONSIDERATION**

*The following section is to be considered by researcher and reviewed by reviewer, verifier and approver while reviewing the research request proposal.*

**PRINCIPLE ONE: Minimising the risk of harm**

*The following potential harm were thought out and consideration on mitigation provided:*

1	<input type="checkbox"/> Psychological harm: Sensitive questions or tasks may trigger negative emotions such as shame or anxiety. <input type="checkbox"/> Social harm: Participation can involve social risks, public embarrassment, or stigma. <input type="checkbox"/> Physical harm: Pain or injury can result from the study procedures. <input type="checkbox"/> Legal harm: Reporting sensitive data could lead to legal risks or a breach of privacy.
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**PRINCIPLE TWO: Obtaining informed consent**

*Information about the purpose, benefits and risks behind the research/study are provided before they agree or decline to join.*

2	<input type="checkbox"/> Participant Information Sheet both in English and Malay is attached <input type="checkbox"/> Informed Consent Form both in English and Malay is attached ( <i>where applicable</i> ) <input type="checkbox"/> Survey/questionnaire: provided at the beginning of the survey
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**PRINCIPLE THREE: Protecting anonymity and confidentiality**

3	<input type="checkbox"/> You don't know the identities of the participants. Personally, identifiable data is not collected. <input type="checkbox"/> You know who the participants are but you keep that information hidden from everyone else. You anonymize personally identifiable data so that it can't be linked to other data by anyone else.
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**PRINCIPLE FOUR: Avoiding deceptive practices**

4	<input type="checkbox"/> Work is free of plagiarism or potential research misconduct. <input type="checkbox"/> Research design is appropriate and have gone through appropriate review process. <input type="checkbox"/> Ethical principles, ensuring fairness, voluntariness, and transparency is upheld when offering incentive for participation.
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**PRINCIPLE FIVE: Providing the right to withdraw**

5	<input type="checkbox"/> Research design is not made compulsory (participants are free to opt in or out of the study at any point in time).
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