

RESEARCH AND STATISTICS DIVISION (RSD), POLITEKNIK BRUNEI

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POLITEKNIK BRUNEI RESEARCH ETHICS FORM 8B (PBREF8B)				
APPLICATION FOR RESEARCH ETHICS REVIEW AND VERIFICATION APPROVAL FOR STUDENTS				
A. RESEARCHER'S DETAILS				
School	<input type="checkbox"/> School of Business (SBS) <input type="checkbox"/> School of Science and Engineering (SSE) <input type="checkbox"/> School of ICT (SICT) <input type="checkbox"/> School of Petrochemical (SPC) <input type="checkbox"/> School of Health Sciences (SHS)			
Programme				
Semester		Intake		
Research Grouping	<input type="checkbox"/> Individual <input type="checkbox"/> Group			
Research Purpose	<input type="checkbox"/> Final Year Project (FYP) <input type="checkbox"/> General (e.g. class project/assignment) <input type="checkbox"/> Other, please state:			
List of Researchers Name <i>[Please attach a separate list if the list of researchers is more than ten (10) per group]</i>				
No	Full Name	Student ID	IC No.	Email
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Name of Research Focal Person				
B. RESEARCH PROJECT DETAILS				
Research Title				
Research Synopsis <i>(not more than 250 words)</i>				
Include: <ul style="list-style-type: none"> • What the research is all about • Research problem to be addressed, • Research purpose (aim & objectives) • Significance of research • Expected results 				
Data Collection Period				
Data Collection Method	<input type="checkbox"/> Survey/Questionnaire <input type="checkbox"/> Focus Group <input type="checkbox"/> Opinion Poll <input type="checkbox"/> Interview <input type="checkbox"/> Experiment <input type="checkbox"/> Social Media Analytics <input type="checkbox"/> Observation <input type="checkbox"/> Other, please state:			
Does your research data collection involve offering any form of incentive (e.g., monetary rewards, gift cards, course credits, or other benefits) to participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify the type and amount of incentive: _____ <i>Please ensure that any incentives offered are appropriate, proportionate, and do not unduly influence participation. Incentives should be designed to respect participants' autonomy and must align with ethical research guidelines.</i>			
Proposed date of survey administration (questionnaire/interview)				

Link to the survey/questionnaire (if applicable)						
C. RESEARCH SCOPE						
Target Participants (e.g. students, lecturers, working population, general public, etc.)						
Expected number of participants (Sample)						
Procedure for the recruitment of potential participants? [How are they identified and recruited? Are there any vulnerable groups included (e.g. students, patients, staff/subordinate, prisoners, etc.?)]						
Are your target participants below the age of 18 years old?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Note: If Yes, please provide a Consent Form for each participant. Digital copies are to be forwarded to RSD for records.						
Participants by Location (Please attach a separate list if the list of institution/company to be approached is more than ten (10).)						
No	Company/Institution Name	Company / Institution Focal Person	Complete Mailing Address		Phone	Email
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
D. RESEARCH RISK ASSESSMENT						
Will your research pose any risk(s)/threat(s)?			<input type="checkbox"/> Yes <input type="checkbox"/> No (please skip to section E. RESEARCH ETHICS section)			
Risks to research participants and/or third parties: [provide potential risk(s)/threat(s) and measures to mitigate potential issues]						
E. RESEARCH ETHICS ASSESSMENT						
Are there any ethical issue(s) that should be considered? (e.g. confidentiality/privacy/consent issues, potential harm, etc.?)			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Summary of potential ethical issues and mitigation plan:						
Does your research ensure confidentiality and anonymity?		<input type="checkbox"/> Confidentiality <input type="checkbox"/> Anonymity only <input type="checkbox"/> Both				
Is this reflected in your instructions?		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Privacy Assurance Measure: (Describe briefly how you ensure that the data you plan to collect will be kept secure e.g. only authorized researcher have access to the research data, providing confidentiality statement, etc.)						

Procedure of taking informed consent:			
Dissemination of Research Findings Plan e.g. reporting, publication, feedback to participants, etc.			
F. REQUIRED DOCUMENTS <i>(The following documents are required to be submitted together with this form)</i>			
<input type="checkbox"/> Participant Information Sheet, both in English and Malay <input type="checkbox"/> Informed Consent Form (where applicable), particularly when participants are under 18 years old <input type="checkbox"/> Data collection instruments (i.e. samples of survey questionnaire sample or interview questions) <input type="checkbox"/> Research proposal			
Cloud Access to the documents submitted (Provide a link to the shared folder to access all the submitted documents)	<i>Please ensure the link(s) is/are accessible and shortened for convenience</i>		
G. RESEARCHER'S DECLARATION			
i. All information I/We provided in this form and supporting documents is correct and reviewed by my/our Supervisor(s). ii. I /We understand that all documents pertaining to my/our research proposal is subject to verification and approval by Research & Statistics Division (RSD) and Registrar and Secretariat Office (RSO), Politeknik Brunei. iii. I/We understand that my/our proposed research adheres to Politeknik Brunei Research Ethics & Guidelines and any violations to these ethics will result in the termination of my research project. iv. I/We understand that all personal information gathered from this study will be kept confidential and they will solely be used for the academic purposes.			
Research Focal Person Signature		Date	
H. SUPERVISOR'S DETAILS & REVIEW			
With this review, the following documents are attached	<input type="checkbox"/> Memo to the intended institution (government agencies) <input type="checkbox"/> Letter to the intended company (private companies)		
Cloud Access to the documents submitted (Provide a link to the shared folder to access all the submitted documents)	<i>Please ensure the link(s) is/are accessible and shortened for convenience</i>		
Supervisor Name		Email	
Designation		Contact Number	
I have reviewed the proposal and I confirmed:			
<input type="checkbox"/> The methodology is appropriate for this study. <input type="checkbox"/> The project adheres to Politeknik Brunei Research Ethics & Guidelines and all required documents have been submitted accordingly.			
Supervisor's Signature		Date	
I. HEAD / ASSISTANT HEAD OF SCHOOL'S REVIEW			
<input type="checkbox"/> I have reviewed the proposal and confirmed the above supervisor's decision.			
Head / Assistant Head of School Signature		Date	
J. VERIFIER <i>[This section is to be filled by Research Ethics Committee (REC) only]</i>			
<input type="checkbox"/> Verified <i>(all information given are complete, adhering to Politeknik Brunei Research Ethics & Guidelines; no violations found)</i> <input type="checkbox"/> Not Verified <i>(violation of general research ethics found, returned to school/research supervisors for revision & resubmission)</i>			
REC Signature		Date	

K. APPROVAL (This section is to be filled by **Research and Statistics Division (RSD)** only)

RSD HOD's Signature		Date	
<input type="checkbox"/> Approved. RSO to issue a memo allowing the student to gather information outside of PB. <input type="checkbox"/> Not Approved. Send application back to RSD for school to revise and resubmit.			

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