



RESEARCH AND STATISTICS DIVISION (RSD), POLITEKNIK BRUNEI

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POLITEKNIK BRUNEI RESEARCH ETHICS FORM 8C (PBREF8C)
PB Staff Application for Research Ethics Review and Verification Approval

A. RESEARCHER'S DETAILS

Name			Email	
Division / School				
Designation	<input type="checkbox"/> Academic Staff <input type="checkbox"/> Non-Academic Staff			
Purpose	<input type="checkbox"/> Paper Presentation <input type="checkbox"/> Research Proposal / Conducting Research Project <input type="checkbox"/> Others, please state:			
Research Project /Presentation Title				

B. RESEARCH PROJECT DETAILS

Research Motivation	<input type="checkbox"/> Independently <input type="checkbox"/> Fulfilling academic or study programme requirements <input type="checkbox"/> Conducting the research as part of a job or institutional mandate <input type="checkbox"/> Pursuing a specific goal such as publication, innovation, or problem-solving			
Data Collection Duration				
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"/> PB Institutional Data <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>			
PB Institutional Data Required (if applicable)				
Link to the survey/questionnaire (if applicable)				
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 members of Politeknik Brunei (staff or students)? Yes No

Are your target participants below the age of 18 years old? Yes No

Note: If Yes, please provide a Consent Form for each participant. Digital copies are to be forwarded to RSD for records.

C. RESEARCH RISK ASSESSMENT

Will your research/presentation pose any risk(s)/threat(s)? Yes 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]

D. RESEARCH ETHICS ASSESSMENT

Are there any ethical issue(s) that should be considered? (e.g. confidentiality/privacy/consent issues, potential harm, etc.)

Yes 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.			
Will you be working with other team members or external collaborators? If so, who?			
Are there any conflicts of interest that need to be disclosed?			
E. REQUIRED DOCUMENTS (The following documents are required to be submitted together with this form)			
<input type="checkbox"/> Training Proposal (TP) Form with its supporting documents <input type="checkbox"/> Research Abstract / Research Paper / Paper Proposal (where applicable) <input type="checkbox"/> Draft Presentation Slides (where applicable) <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) (where applicable)			
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>		
F. RESEARCHER'S DECLARATION			
i.All information I/We provided in this form and supporting documents is correct and reviewed by my/our Head of School.			
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 Administrative Committee Members (ACM), 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.			
Researcher's Signature			Date
G. VERIFIER [This section is to be filled by Research Ethics Committee (REC) only]			
<input type="checkbox"/> Verified (all information given are complete, adhering to Politeknik Brunei Research Ethics & Guidelines; no violations found) <input type="checkbox"/> Not Verified (violation of general research ethics found, returned to school/research supervisors for revision & resubmission)			
REC Signature			Date
H. APPROVAL (This section is to be filled by Research and Statistics Division (RSD) only)			
RSD HOD's Signature			Date
<input type="checkbox"/> Approved. Forwarded back to CiTL for Administrative Committee Members (ACM) approval. <input type="checkbox"/> Not Approved. Send application back to CiTL to revise and resubmit.			