

**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			
<b>A. RESEARCHER'S DETAILS</b>			
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>B. RESEARCH PROJECT DETAILS</b>			
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: <hr/> <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)			
<b>Procedure for the recruitment of potential participants?</b> [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)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are your target participants below the age of 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Note:</b> If Yes, please provide a Consent Form for each participant. Digital copies are to be forwarded to RSD for records.			
<b>C. RESEARCH RISK ASSESSMENT</b>			
Will your research/presentation pose any risk(s)/threat(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please skip to section E. RESEARCH ETHICS section)		
<b>Risks to research participants and/or third parties:</b> [provide potential risk(s)/threat(s) and measures to mitigate potential issues]			
<b>D. RESEARCH ETHICS ASSESSMENT</b>			
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		

<b>Summary of potential ethical issues and mitigation plan:</b>			
<b>Does your research ensure confidentiality and anonymity?</b>	<input type="checkbox"/> Confidentiality	<input type="checkbox"/> Anonymity only	<input type="checkbox"/> Both
<b>Is this reflected in your instructions?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Privacy Assurance Measure:</b> <i>(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.)</i>			
<b>Procedure of taking informed consent:</b>			
<b>Dissemination of Research Findings Plan</b> e.g. reporting, publication, feedback to participants, etc.			
<b>Will you be working with other team members or external collaborators? If so, who?</b>			
<b>Are there any conflicts of interest that need to be disclosed?</b>			
<b>E. REQUIRED DOCUMENTS</b> <i>(The following documents are required to be submitted together with this form)</i>			
<input type="checkbox"/> <b>Training Proposal (TP) Form with its supporting documents</b> <input type="checkbox"/> <b>Research Abstract / Research Paper / Paper Proposal</b> <i>(where applicable)</i> <input type="checkbox"/> <b>Draft Presentation Slides</b> <i>(where applicable)</i> <input type="checkbox"/> <b>Informed Consent Form</b> <i>(where applicable), particularly when participants are under 18 years old</i> <input type="checkbox"/> <b>Data collection instruments</b> <i>(i.e. samples of survey questionnaire sample or interview questions) (where applicable)</i>			
<b>Cloud Access to the documents submitted</b> <i>(Provide a link to the shared folder to access all the submitted documents)</i>		<i>Please ensure the link(s) is/are accessible and shortened for convenience</i>	
<b>F. RESEARCHER'S DECLARATION</b>			
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.			
<b>Researcher's Signature</b>		<b>Date</b>	
<b>G. VERIFIER</b> <i>(This section is to be filled by Research Ethics Committee (REC) only)</i>			
<input type="checkbox"/> <b>Verified</b> <i>(all information given are complete, adhering to Politeknik Brunei Research Ethics &amp; Guidelines; no violations found)</i> <input type="checkbox"/> <b>Not Verified</b> <i>(violation of general research ethics found, returned to school/research supervisors for revision &amp; resubmission)</i>			
<b>REC Signature</b>		<b>Date</b>	
<b>H. APPROVAL</b> <i>(This section is to be filled by Research and Statistics Division (RSD) only)</i>			
<b>RSD HOD's Signature</b>		<b>Date</b>	
<input type="checkbox"/> <b>Approved.</b> Forwarded back to CiTL for Administrative Committee Members (ACM) approval. <input type="checkbox"/> <b>Not Approved.</b> Send application back to CiTL to revise and resubmit.			

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