

**FORMAT SUBMISSION OF RESEARCH PROPOSALS FOR REVIEW
BY THE UNIPORT RESEARCH ETHICS COMMITTEE**

Researchers may apply for ethical review of their research proposals to the Research Ethics Committee using the following format and guidelines:

A. SUBMISSION

- i. The proposal should be submitted in 3 hard copies (in loose bounding: spiral or slide) in addition to an e-copy in a CD, to the Secretary, Research Ethics Committee with a covering letter.
- ii. For STUDENTS (postgraduate – within/outside UNIPORT), submissions must be on the recommendation of the Supervisor, and should be forwarded through the Head of Department and/or Chairman, Faculty Graduate Studies Committee or Research Committee.
- iii. For other categories of researchers (Staff, Centres, Institutes or Organizations), submissions should be sent directly to the Secretary, Research Ethics Committee.

B. FORMATTING

- i. The proposal should be prepared by filling in the attached form (template) electronically *before* printing in hard copies.
- ii. The proposal should be produced using a computer word processor on font type, Times New Roman 12 point (except where otherwise stated) and 1.5 line spacing.
- iii. Please DO NOT exceed the stipulated word count for each section. *Place the cursor within and type into the grey areas and inside the boxes.*
- iv. To tick a box, double-click it to open a Check Box Options window and select 'Checked'.
- v. The proposal should be printed on A4 paper



ETHICS REVIEW APPLICATION FORM
POST-GRADUATE STUDENT TEMPLATE

SECTION A – GENERAL INFORMATION

1. TITLE OF RESEARCH PROJECT

2. RESEARCH SUPERVISOR:

Name:	Qualification (s):
Department:	Year of Qualification(s):
Phone:	Email:
Signature:	Date:

3. RESEARCHER DETAILS:

Name:	Matric/Reg. No.
Department:	
Phone:	E-mail:
Degree in view (Student):	Expected Year of Graduation:
Signature:	Date:

4. HEAD OF DEPARTMENT/INSTITUTE/SCHOOL/CENTRE:

Name:	
Department:	
Phone:	Email:
Signature:	Date:

HOST SITES:

Indicate the location(s) where the research will be conducted:

- University of Port Harcourt
- Affiliated Institutions e.g. CCE, UPTH specify site(s): _____
- Community with UNIPORT area specify site(s): _____
- Other specify site(s): _____

N.B. If the research is to be conducted at site requiring administrative approval/consent (e.g., in school), it is the responsibility of the researcher to obtain such prior to starting the project.

OTHER RESEARCH ETHICS COMMITTEE APPROVAL:

- (a) Does the research involve another institution? Yes No
- (b) Has any other REB approved this project? Yes No

SECTION B – SUMMARY OF THE PROPOSED RESEARCH

1. INTRODUCTION

- (a) Write a brief Literature review relating to the Title of the Study(not more than 1000 words)
- (b) Rationale/Justification of the Study: Give reason or reasons why you are carrying out the study. (Not more than 250 words)
Describe the scholarly rationale for the proposed project. The rationale for doing the study must be clear.
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2. AIM AND OBJECTIVES

Describe the aim and objectives to be achieved by the proposed project. State the research questions to be examined. (Not more than 500 words).

3. PARTICIPANTS, INFORMANTS, OR DATA SUBJECTS

Describe the participants to be recruited. List the inclusion and exclusion criteria. Where the research involves extraction or collection of personally identifiable information, please describe from whom the information will be obtained, and how they would be selected. Where applicable, justify sample size. (Not more than 200 words).

4. METHODS

Describe the method you will use to carry out your study (Not more than 1000 words)

- a. Where the research includes extraction or collection of personally identifiable information, please describe from whom and how the information will be obtained.
- b. Where the research involves tests describe the materials, equipment, procedure and safety precautions to be used.

Attach a copy of all questionnaires, interview guides and /or any other instruments.

5. DATA ANALYSES

Describe the statistical methods you will use to handle your data. (Not more than 200 words).

6. BENEFITS AND RISKS OF THE RESEARCH

Describe the benefits and risks of the research to the study population and its relevance to the discipline (Not more than 250 words).

7. CONSENT PROCESS

Where applicable, please attach a copy of the information letter/Consent Form, the content of any telephone script, letters of administrative consent or authorization and/or any other material which will be used in the informed consent process.

8. CONFIDENTIALITY

- (a) Will the information be treated as confidential? Yes No

(b) Describe the procedures to be used to protect the confidentiality of participants or informants, where applicable. (Not more than 100 words)

9. REFERENCES

List the references mentioned in the proposal