

# Application Form for Ethical Approval of Research Projects

## Educational Research Human Ethics Committee (ERHEC)

- **All** research activities undertaken by staff and higher degree students at the University of Canterbury must obtain Ethical Approval unless they meet the criteria for an exemption as listed under the Principles & Guidelines, section 5.
- Before making an application to the ERHEC, all researchers should read the Principles & Guidelines found on their current web site <http://www.canterbury.ac.nz/humanethics/>
- The Principal Researcher must be a UC staff member or student. For collaborative projects, the principal researcher is responsible for all aspects of project management, including applying for ethical approval and re-applying should circumstances relevant to this application change. All correspondence will be undertaken with the principal researcher.
- Applications to the ERHEC must be received by the Secretary **at least ONE week prior to a meeting** in order to be considered at that meeting.
- **Please submit one electronic copy and one hard copy (written) application to the Secretary –**  
The Secretary, UC Educational Research Human Ethics Committee, Level 5 South, Matariki or Private Bag 4800, Christchurch 8140  
**Phone:** (03) 369 4588, Extension 94588;  
**Email:** human-ethics@canterbury.ac.nz

## Project Details

Principal Researcher:	XXXXX
Email Address & Postal Address	XXXXX
Phone	XXXXX
University School / Department:	University of Canterbury, NZ XXXXX
Associate Researcher/s:	
Name of supervisor/s: (where applicable)	XXXX
Project Title:	XXXX

**Checklist**

**Please check the following items before sending the completed form to the Committee.**

- All the necessary signatures on page 1 have been obtained. [  ]
- All the necessary approvals under Question 4 have been obtained or are the subject of correspondence of which copies are attached. [  ] or NA
- A copy of any questionnaire accompanied by an appropriate covering page is attached. [  ] or NA
- A list of interview topics and, for a structured interview, a detailed list of questions, is attached. [  ] or **NA**
- A copy of any advertisement, or notice, or informative letter asking for volunteers is attached. [  ] or **NA**
- A copy of each information sheet required is attached. [  ] or NA
- A copy of each consent form required is attached. [  ] or NA

*Attention to the preceding checklist is intended to ensure that the application and its documentation have been thoroughly reviewed by the applicant and, where applicable, by the supervisor and that the preparation of the project is up to the standard expected of and by the University of Canterbury.*

*The signature of the applicant will be understood to imply that the applicant has designed the project and prepared the application with due regard to the Principles & Guidelines of the ERHEC, that all the questions in the application form have been duly answered and that the necessary documentation has been properly formulated and checked.*

**Signature of Applicant** \_\_\_\_\_

Date:

*The signature of the supervisor will be understood to imply in addition that, in the judgment of the supervisor, the design and documentation are of a standard appropriate for a research project carried out in the name of the University of Canterbury or for training in such research.*

**Signature of Supervisor** \_\_\_\_\_

Date:

Please note, applicant and supervisor signatures are also required on page 8.

**1. What is the purpose of your research project?**

*(Please tick one box only)*

- Staff Research
- PhD Research
- Honours or Master's Research

**2. Description of the project**

Please give a brief summary of the nature of the proposal in everyday language, including the aims/objectives/hypotheses of the project, rationale, participant description, and procedures/methods of the project including time requirements for the participants.

The development of second language (L2: English) reading comprehension skills is important in educational settings. It is difficult to achieve the expected goals of any educational settings without reading comprehension skills. A few approaches have been identified to develop L2 reading comprehension. Morphological awareness is one of the approaches that have been identified to develop L2 reading comprehension skills. However, it is debatable whether morphological awareness has direct or indirect effects on L2 reading comprehension skills.

This study aims to explore the students' abilities in morphological awareness in their L1 (Sinhala) and L2 (English) through the tests of morphological awareness and explore the extent to which morphological awareness plays a similar role in reading comprehension of the two languages. The study will also assess aspect of vocabulary knowledge to examine whether morphological awareness is related to vocabulary knowledge and then is associated with reading comprehension via vocabulary. Also, this study investigates whether morphological awareness transfers between the Sinhala language and the English language and influences reading comprehension among Sinhala-English bilingual learners.

The study will involve approximately 120 adult undergraduate students. They are learning English as second language at the University of XXXX. Following consent by head of English Language Teaching Unit at the University of XXXX, information sheets and invitations to participate in the study will be given to the participants.

Measures of different aspects of morphological awareness will be given to the students in the two languages: Sinhala & English. These measures will be administered along with measures of vocabulary breadth and depth, and reading comprehension. In addition, demographic information will be obtained via a questionnaire. Each participant will undergo testing across 4 or 5 one hour sessions to avoid tiring the students.

**3. Which of the following categories best describe your research project?**

*(Please tick one box only)*

- Educational or social science research involving humans
- Psychological research involving humans
- Scientific research involving humans
- Other (Please specify)

4.

- (a)** Will the project require approval for access to the participants from other individuals or bodies? (e.g., parents, guardians, school principals, teachers, boards, responsible authorities including employers, etc.) Yes

*If Yes, please explain how this approval has been or will be obtained, enclosing copies of relevant correspondence.*

*Head of English Language Teaching Unit, University of Ruhuna, Sri Lanka contacted via email and a detailed outline of the study provided to him. He was offered the opportunity to ask questions about the study by emailing me or my supervisors.*

*I have enclosed the letter which was used to contact the Head of English Language Teaching Unit and the approval form which has been emailed back to me.*

- (b)** Will the project require Māori consultation? No

*If Yes, please provide evidence that consultation has occurred or, if underway, provide a copy of approval once gained.*

- (c)** Will the project require community consultation? No

*If Yes, please provide evidence of appropriate consultation.*

- (d)** Is the project commissioned by or carried out on behalf of an external body? No

*If Yes, please identify the body and any Intellectual Property agreements. This includes ownership of data and reports arising.*

- (d)** Will all or any part of the data be collected from outside New Zealand? Yes

*If Yes, please provide details.*

The data for this study will be collected from the University of XXXX. Participants can contact my supervisor or me if they want more information. I will also make arrangements so they can contact XXXX, Senior Lecturer at the Department of English, University of XXXX, if the participants wish to contact someone in their own country for more information. Since the participants will not be recruited from the Department of English, it will not put any kind of pressure on participants if they contact a faculty member from their own university for more information.

**5. What methods will be employed in conducting your research?**

*(Please tick more than one box if needed)*

- Examination of normal educational practice or education instructional strategies, instructional techniques, curricula, or classroom management methods, journal, existing data, documents etc.
- Questionnaires or surveys
- Examination of medical, educational, personnel or other confidential records
- Observation (covert)
- Observation (overt)
- Video Recording (at any time)
- Structured interviews
- Semi-structured interviews
- Unstructured interviews
- Focus group interviews
- Deception – Explain why and how deception is used and provide a debriefing sheet
- Other (please specify below, stating any significant aspects)

Participants will be given paper-based assessments of morphological awareness, vocabulary and reading comprehension.

**(a)** Does the project involve a questionnaire? Yes  
*If Yes, please attach a copy.*

**Note:** The ERHEC does not normally approve a project which involves a questionnaire without seeing the questionnaire, although it may preview applications in some cases where the production of the questionnaire is delayed for good reason.

**(b)** Does the project involve a structured interview? No  
*If Yes, please list the topics to be covered and the questions to be used.*

**(c)** Does the project involve a semi-structured interview, unstructured interview or focus group? No  
*If Yes, please list the range of topics likely to be discussed.*

**(d)** If the project involves an interview of either type (individual or focus group), will it be recorded by:  
audio-recording NA  
visual recording NA  
note taking NA  
or other *(if Yes, please specify below)* NA

**(e)** Will the participants be offered the opportunity to check the transcript of the interview? NA  
*This also applies to focus groups.*

**Note:** it is normal practice to have participants review their transcription. If this is not to be the case, please explain why you believe it is not necessary.  
Participants should be informed of interview recording and transcription review within the information letter.

**6. (a) What are the ages of your participants?**

- Children (under 14 years of age)
- Young people (14-17 years of age)
- Adults (18 years and over including College/University students)

**(b) How are they to be recruited?**

If a selection from a group is necessary, how will it be made (e.g., randomly, by age, gender, ethnic origin, other)?

How many participants (of each category, where relevant) do you intend recruiting?

The participation in the study is completely voluntary and all those who (1<sup>st</sup> year students) will give their consent to participate in the study will be recruited.

**7. (a) Anonymity of participants and confidentiality of data**

*Please tick YES or NO for each*

**YES    NO**

- Will complete anonymity of participants be guaranteed?
- Will records remain confidential and access to data be restricted?

NOTE: See 8(a) and (b) for an explanation of anonymity and confidentiality.

**(b) Voluntary participation and complaints procedure**

*Please tick YES or NO for each*

**YES    NO**

- Are participants able to withdraw from the project at any time without penalty?
- Have participants been made fully aware of the ERHEC's complaints procedure should they have any concerns regarding the researcher or the project?

*If you answered **no** to any of question 7 above, please provide additional information below explaining why these procedures are not being followed and how potential risks to participants will be minimised.*

The students will be asked to put their name on each test sheet to be able to combine across test sessions (4 or 5 per student). Once data from test sheets are combined, the students' names will be removed.

**8. How is informed consent to be obtained? Please tick one.**

(a) The research is strictly anonymous, an information sheet is supplied and informed consent is implied by voluntary participation in filling out a questionnaire (include a copy of the rubric for the questionnaire as in Appendix C of the ERHEC Principles and Guidelines)  
*This means you do not know the identity of any of the participants and will not include any personal participant details.*

or (b) The research is not anonymous, but is confidential and informed consent will be obtained through a signed consent form (include a copy of the consent form and information sheet)  
*This means that while you do/may know the identity of the participants, with respect to the data provided, you will not make their identity public (e.g. in any presentations or publications).*  
Where confidentiality is promised, what will be done to ensure that the identities of participants cannot be known by unauthorized persons? (e.g. use of pseudonyms and disguising of identifying material).

or (c) The research is neither anonymous nor confidential and informed consent will be obtained through a signed consent form (include a copy of the consent form and information sheet).

or (d) **Do you need an additional consent for any of your participants?**

*NOTE: Children and young adults under the age of 14 years (or 18 years if still at school) require parental/caregiver consent. Such participants should be provided with a suitable information sheet and an assent form where practicable.*

If yes, please explain:

(a) Why they are not competent to give informed consent on their own behalf.

(b) How consent will be obtained

*NOTE: Forms need to be provided to children to give own consent and parents' consent also needs to be obtained.*

or (e) Informed consent will be obtained by some other method - please specify and provide details e.g. support people, whanau etc.

(f) If information is being supplied orally, please provide a full description of the information provided.

**9. Are there any foreseeable risks or possible offence to the participants?**

Please tick YES or NO for each

YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Social risks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Legal risks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Psychological risks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Physical risks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Religious or moral offence
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cultural risks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Any other risks

If you answered Yes to any of the above, please provide additional information below explaining the nature of the risk or offence, how it will be minimised and access to support services.

**10. Data Storage and Future Use**

**How will this be stored?**

(a) Provide details of where the data with identifying information will be securely stored.

All the data will be securely stored in password protected facilities and locked storage at the University of Canterbury for ten years following the study. It will then be destroyed.

(b) Provide details of where the data with no identifying information will be securely stored.

(c) Who, apart from the researcher and their supervisor (where applicable) will have authorised access to the data?

Note: Research Assistants and Transcribers need their own confidentiality forms and their participation needs to be made known to participants.

No-one

(d) What will be done to ensure that unauthorised persons do not have access to the data?

(e) What will happen to the raw data at the end of the project?

Note: Up to Masters level data is kept for 5 years and then destroyed; for above Masters and staff research, it is normal practice to keep for 10 years and then destroyed. Participants need to be informed of and consent to what is decided.

The raw data will be destroyed after ten years.

**11. (a) What plans do you have for publication of the data?**

Note: Master's and doctoral theses are public documents via the UC library database. Also, participants should be offered summary of results.

The results will be reported in researcher's PhD thesis, as well as internationally at conferences and in academic journals.

**(b) Participant access to research summary**

Have you offered to provide a summary? (rather than participants needing to request) Yes

**(c) Have you provided opportunity for participants to provide an email address for future contact?**

Yes



**12. Are there any other ethical issues that should be drawn to the attention of the Educational Research Human Ethics Committee?**

- NO**  
 **YES**

*If you answered Yes, please provide additional information below explaining the ethical issue(s) and how it will be addressed.*

**13. Participant information sheet**

Please attach a copy of the information sheet that you will provide to participants in your study.

The Educational Research Human Ethics Committee has strict but simple requirements for participant information sheets.

**14. Consent Form**

Please attach a copy of the consent form(s) that participants in your study will sign.

The Educational Research Human Ethics Committee has strict but simple requirements for consent forms. These guidelines must be followed or your application will not be considered.

The participants will receive a consent form. I have attached the consent form with this application. Head, English Language Teaching Unit at the University of Ruhuna, Sri Lanka will provide his consent form via email. I have attached the consent forms with this application.

**15. Declaration**

I AM APPLYING FOR **ETHICAL APPROVAL** FOR THE RESEARCH PROJECT AS OUTLINED ABOVE.

I have read the ERHEC Principles and Guidelines and I am aware of the implications of my research project. I understand the details of the Privacy Act mentioned in these guidelines and how they influence the subjects I choose as participants in my research work.

The project has been accurately described in this application and I have included all the necessary documents and information to support my application.

I undertake to reapply should circumstances relevant to this application change.

**Principal Researcher's Name**

**Date:**

**Signed:**

**For Academic Supervisor - student projects only**

Please note that applications for ethical approval are not usually considered if the student has not submitted their research proposal for registration.

Please check all that apply:

The student has submitted their research proposal for consideration. *Date submitted:*

OR

The student has successfully registered their research proposal. *Date registered:*

I have read the student's application for ethical approval including the information and consent forms.

I undertake to work with the student on any revisions required by ERHEC before these revisions are sent back to ERHEC.

**Academic Supervisor's Name**

**Date:**

Signed: \_\_\_\_\_

**NB – THIS DECLARATION MUST BE HAND-SIGNED**

SAMPLE