

Ethics form



Please complete this form by ‘tabbing’ your way through each answer box using a word processor. Save a copy of the completed form en d as follows - ‘Family Name, Ethics’. Return the completed form as per instructions

University of Hertfordshire Business School Where any research involves the use of human subjects there is always the possibility that the subjects may be exposed to procedures, which may be harmful to them. These possibilities might include; exploitation, physical harm, emotional harm or intrusion of their privacy. The University must ensure that these possibilities do not occur. This application form enables the Ethics Committee to monitor your research so that it complies with the University of Hertfordshire ethical protocols. It is important to note that you should not proceed with your research without clearance from the University. The assignment for which the research is carried out will not be processed for examination without Ethics Committee approval. Your application for ethical approval should be completed as early as is practicable whereupon you will be supplied with a protocol number or referred to your supervisor. The above is an abridged version of the University’s regulations regarding “...studies involving the use of human subjects”. Please refer to UPR AS/A/2 for a full explanation.

SECTION A. THIS SECTION SHOULD BE COMPLETED BY ALL APPICANTS. A1 DETAILS Name of Applicant: ????? Student Number (if appropriate): ????? UH Email address: ????? (Note: we will only correspond with you on a UH email address) Programme (if appropriate): Masters of Management Name of Academic Supervisor: ????? Proposed research title: Motives and Incentives and Their Impact on the Performance of Employees in Government Hospitals within the Kingdom of Saudi Arabia Reasons for research If other please explain A2 STATUS OF APPLICATION – tick as appropriate: First application

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for Ethics approval Referred application Revised application when research approach changes A3 PRIMARY OR SECONDARY RESEARCH? Primary research involves gathering new information from interviews, observation or questionnaires. This includes research done face-to-face, by telephone or email. Secondary research involves using publicly available information that has already been collected by other people, organisations or academics. Is your research to be based solely on secondary information? Even if secondary research only is being proposed, students will still need to obtain an Ethics number in order to submit their dissertations If the answer to A3 above is YES, proceed to SECTION C. and certify the declaration. If the answer is NO, complete the rest of the application, and then certify the declaration. Note: If you are a student on the DMan programme, intend doing action research or research that involves participant observation then Ethics Form B should be completed. This can be obtained from Ruth Grillo in the administration office (r. grillo@herts. ac. uk).

___ SECTION B: ONLY COMPLETE THIS SECTION IF YOU ARE CONDUCTING PRIMARY RESEARCH B1 DESCRIPTION OF STUDY Briefly describe the study: We need a short overview (approximately 150 words) of the subject area in order to put the proposed methodology into context. This should be available from the proposal already submitted. If your research is addressing any contentious issues which may disturb or distress informants, then you must provide (in this form) details of relevant support organisations or individuals who can provide counselling if required: so, for example, research into such topics as gambling or drinking would need this kind of backup, referring to Alcoholics or Gamblers Anonymous. Any research into health issues –

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including stress in the workplace - must be handled extremely carefully and any potential research focusing on these areas must prepare a very detailed proposal for consideration by the Ethics Committee. Please note that researchers should not accept contractual conditions that are contingent upon a particular outcome from a proposed inquiry. This research will try to resolve the problem of employee motivation and incentives programs by determining the factors that would give them motivation in their work, which in turn will result into satisfactory performance that would make possible the organization's success. It will also try to look into the style and strategies of Al-Amal Hospital in Jeddah, the company in focus, in dealing with their workforce and how their workforce stay motivated and happy with their job.

B2 INFORMED CONSENT This is a process whereby a participant voluntarily agrees to willingly participate in a piece of research once they have been fully informed of what it entails and its purpose. The Applicants should give details of the purpose of the research and how long an interview/questionnaire will take. Further, the participant should be assured of anonymity and informed that they can withdraw at any time. These details can be given by letter. In the case of questionnaires, telephone interviews or focus groups a verbal explanation can be given, but **MUST** be supported by written information about the project that is offered to participants. A respondent information sheet must be provided to all respondents, giving them clear information about the research and the need for their consent to be given, and a copy of this sheet included in an appendix in the final report. Written information must be available for participants in research via the internet. Additional Guidelines for Ethics includes a specimen letter that should be used. Hard copy may be used or an electronic attachment in the <https://assignbuster.com/ethics-form-essay-samples/>

case of email surveys. B2 (i) APPLICANTS DECLARATION I confirm that I have read and understand the instructions above on informed consent. I agree that written information will be available for all participants and that verbal or written consent will be obtained from all participants I agree that this written permission MUST BE included in the final copy of the report B3

PARTICIPANTS: SELECTION AND APPROACH B3 (i) Complete the table:

Method Proposed Sample Size? Issues to think about: Paper / Postal Questionnaires -5080 How will you make contact? Face to face interviews / questionnaires 0 How will you make contact? Telephone Interviews 0 How will you obtain the required telephone numbers? Who, precisely, will you want to speak to? Focus groups 0 How many groups and how many in each group? How will you recruit people? Where will the focus groups be held? Email 0 How will you get email addresses? Check that if all informants are emailed out then names are ONLY included in a blind CC listing Web based / On line Questionnaires 0 How will you ensure an appropriate sample? Other 0 If other please explain: ?????? Please note that you are not required to use all of these methodological approaches – you need to discuss with your supervisor and select that approach/s which will be most appropriate to your research. Think carefully here about such issues as: how many questionnaires constitute viable research? How easy will it be to identify informants? How will you obtain email addresses/telephone numbers? Do not assume that people or organisations will hand over customer lists or be willing to see you at your convenience! B3 (ii) How will your respondent(s) be selected? Delete the answer not applicable Family/ friends Students at UH* Other (Please give full details of who your respondents will be and how they will be selected. For example, how will you get email addresses or where will

you put the online survey?) Respondents would be the officials and employees of Al-Amal Hospital as suggested by the HRD. If using family and friends then this is specific enough BUT if you say, for example, ‘ Respondents in Shanghai’ then we need information on precisely who will be targeted, how they will be identified, and how you will get their addresses/email addresses/contact details Please note that applications will be rejected which claim to use family and friends for informants when this group is clearly inappropriate to the research area identified. Research such as giving out questionnaires can be carried out in town centres and high streets, although the Ethics form should give some indication of precisely where and when the research will take place. This approval DOES NOT include research in shopping centres, as for this you need the permission of the Management of the Centre. . B3 (iii) If you are carrying out primary data collection, where will this research take place? Delete the answer not applicable At your home/ student accommodation At UH (but not in the LRC)* Other (Please give full details) At Al-Amal Hospital in Jeddah Will it be necessary to get the permission of the owner/manager? (i. e in the case of shopping malls) ?Yes, I need to get permission from the officials of Al-Amal Hospital, most probably from the HR Department. Note: * Informants are not to be recruited in the LRC, although you may of course book a room in the LRC to conduct interviews or questionnaires with informants recruited elsewhere. B4 RESEARCH IN ORGANISATIONS B4 (i) Do you intend conducting research in: private firms, public sector organisations, charities or NGOs? If yes, you MUST complete B4(ii) If NO, proceed to B5 B4 (ii) If known, give the name of the organisation(s) in which you will be conducting your research. Al-Amal Hospital in Jeddah, KSA B4 (iii) If the organisation(s) in

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which you will be conducting your research is not yet known please explain how you will find and select your sample. ????? Be careful about research that involves assessing individual's work within an organisation: this can present problems, as they can worry that results can be fed back to their employers or that it may affect their standing.

APPLICANTS DECLARATIONS

B4 (iv) I agree to get written permission from an appropriate senior manager if I intend collecting data from employees in any organisation. Written permission **MUST** be obtained even if the owner/manager/director of the company is a friend or relative and this written permission **MUST** be included as an appendix in your final report.

B4 (v) I agree that it will be made clear to employees in an organisation that their participation is voluntary.

B5 MINORS AND VULNERABLE GROUPS You are advised not to include minors (under 18 years) and/or members of other vulnerable groups in your research. A clear definition of vulnerable groups is difficult: minors are an obvious example, but in some cases groups are vulnerable because of their situation, not because they are vulnerable per se. So, for example, migrant workers, not in their home countries, would be vulnerable; workers who are possibly in a country illegally would be vulnerable; people living in one country, who are encouraged to express political or social views at odds with their home government, could be vulnerable. There may also be a problem with possible coercion. So, for example, if one of your family members runs an organisation, including their employees in the research must be very carefully handled as they may perceive that they are being coerced or pressured to take part, and will then provide answers which they think the researcher/manager wants to hear.

ANYTHING TO DO WITH RESEARCHING STRESS OR THE HEALTH SERVICE IS VERY DIFFICULT AND WILL ONLY BE

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APPROVED WITH EXTREME CAUTION! Any Health Service research involving patients also has to submit a separate ethics application to be dealt with by the National Research Ethics Committee We appreciate that some of the sensitivities we have outlined may be less important in other countries, and that different ethical standards and codes of behaviour apply. Nonetheless, you are carrying out research as a student of the University of Hertfordshire and, as such, your research must abide by the ethical guidelines set out by the University. If your research involves participant observation then you must abide by the guidelines set out by the University. Please see the following web site for detailed guidance. <http://sitem.herts.ac.uk/secreg/upr/RE01.htm>

Do you intend including minors and/or member of other vulnerable groups? Please be aware that if the answer is YES you will be required to present a justification report to the Ethics Committee. Your supervisor may be asked to attend for that item of business. Do you intend to use participant observation? : If yes, do you agree to abide by the university guidelines? B6 ANONYMITY The anonymity of Respondents anonymity must be preserved. This involves not only withholding their names and addresses, but also other information provided by or about them which could in practice identify them (for example, their company and job title) must be safeguarded. Do you agree to preserve the anonymity of participants both individuals and organisations? Even if informants appear happy for their identity to be known, you should still ensure anonymity If the answer is NO, discuss with your supervisor and detail reasons: ?????? B7 ACCESS TO DATA I agree that access to the data gathered and final report will only be made available to the University, participants, participating organisation(s) or client(s). I understand that information gathered or the <https://assignbuster.com/ethics-form-essay-samples/>

final report should only be used for academic purposes and should not be used for commercial purposes without the express permission of the client or your academic supervisor. B8 CONFIDENTIALITY Your research will be confidential in exceptional circumstances. Some firms or organisations may make this a precondition of allowing access. Research that is confidential will contain sensitive information which will mean that there can be only limited access to the results. This must be discussed with your supervisor.

Confidentiality should not be confused with anonymity. The rights of facilitators or sponsors to be consulted before publication should be respected. Can you confirm that your research will not be considered confidential as defined above? If NO, please detail the reasons. This MUST be discussed in detail with your supervisor and may delay allocation of an Ethics number ????? B9 STUDIES UNDERTAKEN WITHOUT AN APPROVED PROTOCOL UPR AS/A12 states that; ‘ Any employee of the University who acts in contravention of these regulations will normally be subject to the University’s disciplinary procedures. Any student acting in contravention of these regulations may be penalised by having his or her programmes of study declared invalid and may not be permitted to graduate or may have his or her award revoked’. I have read the UPR above and understand the implications of undertaking studies without approved protocol. Date:

7/1/2011 SECTION C. SIGNATURES AND DECLARATIONS (THIS SECTION SHOULD BE COMPLETED BY ALL APPLICANTS) C1 APPLICANT’S

DECLARATIONS I understand that my research should not proceed until my application has been approved and a protocol number received Date:

7/1/2011 I undertake to inform my supervisor at every stage of the research and to gain approval for each part of the research process (introductory

letter/ questionnaire /interview design) and that I have read and will abide by the ethical guidelines of the University of Hertfordshire. Date: 7/1/2011 I understand that Ethics protocol is given for a specific research project and methodology as detailed in this Ethics Form and that if I want to change my project or methodology then a reapplication for Ethics protocol must be made. Date: 7/1/2011 Students or employees failing to get new approval may be subject to the procedures in UPR AS/A12 (see B9). C2 HOST ORGANISATION SUPERVISOR'S DECLARATION (MAINLY APPLICABLE FOR PLACEMENT STUDENTS). Name of host organisation supervisor: Position: Signature (or attach an email): NOW RETURN THE FORM AS PER INSTRUCTIONS. PLEASE NOTE: The Ethics Committee are concerned with ensuring that your proposed research meets university-required ethical standards. This approval does NOT imply that your methodology is appropriate or suitable for the proposed research. C3 ETHICS COMMITTEE DECISION (PLEASE CIRCLE) Accepted Accepted with conditions (see below) Referred (see below) Signed on behalf of the Ethics Committee: Date: C3 (i) ETHICS COMMITTEE COMMENTS ????? C3 (ii) The applicant has read and accepted the conditions as laid out above: Signature: Date: