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NTU Reg No. 200604393R

NIE-AG Institutional Review Board (IRB) Exempt Review Application Form Coursework/Dissertation/Critical Inquiry

Note: This is for NIE-AG internal review for coursework, dissertation and Critical Inquiry projects involving human subjects only.

Please refer to Guidelines on 'Research which can be exempted from full IRB Review' and 'Ethics Review of Student Research Involving Human Subjects' before completing this form (see NTU IRB website under 'Guidelines': http://research.ntu.edu.sg/GuidelinesnForms/Pages/Guidelines.aspx)

Programme Title	
Assignment Title (for a course)	
Name of Course Coordinator/ Supervisor	
Name of Dissertation Student / NIE Student Teacher Researcher	
Name of collaborating institution(s) (if other than NIE)	
Type of Study	*(Please refer to our Guidelines On Which Research Can Be Exempted From IRB Review)* ☐ Educational settings research ☐ Educational tests or instructional techniques and methods ☐ Survey without identifiers ☐ Analysis of publicly available data or dataset stored without identifiers ☐ Small scale study to fulfill course/dissertation requirements, involving limited data collection

Financial Declaration	☐ Funded project ☐ Secondary use of data from a funded project If funded (including secondary use of funded data), who is the funding body?
Documents Checklist	**Mandatory** *(Please submit the following documents.)* ☐ Copy of project proposal ☐ Copy of participant information sheet and example (ie., blank) consent/assent form
Declaration	The AG/RC Head acknowledges that the proposed ethical procedures have been met _____ Signature of AG/RC Head Date Name: Title: Position: Head, Visual and Performing Arts

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I. BASIC INFORMATION		
Research May Involve:		
Human Subjects (Target Number: _____)		
☐ Healthy Volunteers	☐ Children (under 21 years old)	☐ Pregnant Women
☐ Outpatients	☐ Inpatients	☐ Prisoners
☐ Cognitively Impaired Persons, please specify:_____		

II. DECLARATION OF THE COURSE COORDINATOR/SUPERVISOR

The information provided in this form is correct.

a. I will not initiate this research until I receive written notification of VPA-IRB approval and regulatory authority approval (if applicable).
b. I will not initiate any change in protocol without prior written approval from VPA-IRB except when it is necessary to reduce or eliminate risk to the subject.
c. I will obtain permission from MOE for data collection in Singapore schools before proceeding (for any data collection in local schools)
d. I will promptly report any unexpected or serious adverse events, unanticipated problems or incidents that may occur in the course of this research.
e. I will maintain all relevant documents and recognise that the NTU-IRB staff and regulatory authorities may inspect these records.
f. I understand that failure to comply with all applicable regulations, institutional and NTU-IRB policies and requirements may result in the suspension or termination of this research.
g. I declare that there is no existing or potential conflict of interest for any of the investigators participating in this research.

Remarks (if any):

I confirm that the information submitted in this application is correct and I will conduct the study in accordance with the IRB-approved protocol, IRB requirements/policies, and all applicable rules and regulations.

Signature of Course Coordinator/Supervisor_____

Date : _____

Name of Course Coordinator/Supervisor:_____

Contact Number : _____

AG/RC: _____

Email : _____

III. NIE Student Researcher

All NIE student researchers who have a responsibility for the consent process or direct data collection for this research should be listed below. Multiple copies of this form may be submitted as necessary. All NIE student researchers need not sign on the same form.

Name: E-mail:
Position: Phone:
Division: Fax:
School:

_____ _____
Signature of Co-investigator Date

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Name: Position: Division: School:	E-mail: Phone: Fax:
Signature of Co-investigator	Date
Name: Position: Division: School:	E-mail: Phone: Fax:
Signature of Co-investigator	Date

IV. PROTOCOL CHECKLIST

Organise details of the research protocol under the following headings (in no more than 7 pages).

1. Specific Aims:

1.1.State concisely and realistically what the research described in this application is intended to accomplish and/or what the purpose of the course assignment is.

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2. Methodology:

2.1.Discuss in detail the design and procedures to be used to accomplish the specific aims of the research/assignment.

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2.2. List all procedures to be used with human subjects. Please also describe the subject research visits/ timeframe.

2.3.What are the anticipated benefits and risks to human subjects participating in this research?

2.4. Will any part of the procedures or data be placed on audiotape, film/video, or other electronic media which will reveal participant identity?

☐ Yes ☐ No

If Yes, what is the medium?

Explain how participant identity will be protected:

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How will the recorded information be used?

2.5.Where will the data be stored?

- *2.5.1. Who will have access to the data*
- *2.5.2. What will happen to the data after research completion? (eg., it will be destroyed; it will be retained – if so, for how long; it will be kept for secondary analyses; anonymised examples will be used for teaching purposes; etc)*
- *2.5.3. Any other remarks?*

3. Characteristics of Target Subjects/ Target Subject Data:

3.1 What is the number of subjects to be enrolled? Give a breakdown.

Institution/ Site of Recruitment	*Total*	*Men*	*Women*	*Children*

3.2 Lower Age Limit: *Upper Age Limit (if any):*

3.3 Total Number of subjects targeted for enrolment worldwide (for international studies):

3.4 Are there any subject recruitment restrictions based on race of the subject?

3.5 Inclusion criteria

3.6 Exclusion criteria

3.7 Are the subjects vulnerable or in a dependent relationship with the researchers?

☐ *Yes (If yes, please provide details.)* ☐ *No*

4. Participant Information Sheet and Written Informed Consent Form:
4.1 The NIE student researcher is responsible for ensuring that all research subjects give informed consent/assent before enrolling into the research. Please submit a copy of the Participant Information Sheet and Consent/Assent Form. *4.2 Summarize the consent /assent procedure. Please specify how informed consent /assent will be obtained and who will obtain it.*

5. Characteristics of Target Subjects/ Target Subject Data:

5.1 Explain the process of recruitment in detail. For example, state how the list of potential research subjects will be obtained. Please submit a copy of any advertisements/posters that will be used.

6. Timelines:

6.1 What are the estimated start and end dates of the research?

Start Date: *End Date:*

6.2 Indicate the duration of subject involvement in the research. Please also state the recruitment period.

Any addition documents/images can be attached together in this document as Appendix.