

11th February 2020

# Research Proposal and Ethical Considerations Form

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### **Continuous Improvement**

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## Contents

1.0	Preamble .....	4
2.0	Dissertation Proposal Form.....	5
3.0	Ethical Considerations .....	16
4.0	Appendix 1 - Sample Participant Information Letter .....	21
5.0	Appendix 2 - Consent Form for One-to-One Interviews .....	23
6.0	Appendix 3 - Consent Form for Focus Groups .....	26

## 1.0 Preamble

You have been instructed by your Research Methods lecturer to prepare your Dissertation Proposal. As you are already aware, the dissertation is the final component to completing your Master's or Bachelor's programme. Your dissertation proposal needs to be completed by filling in the below sections, then uploading it on CANVAS as per usual assignment procedure. You are also requested to fill in the Ethical Considerations section.

You will find a sample participation information letter (Appendix 1), and consent forms for individual interviews (Appendix 2) and focus groups (Appendix 3) which every participant in your study needs to fill in when you start conducting your research.

## 2.0 Dissertation Proposal Form

Please fill in all the boxes below providing all the necessary information as instructed by your lecturer during your Research Methods Module.

### Introduction

## Short Literature Review

## Research Objectives



**Research Question(s)**

**Research Model (if you are following a deductive approach)**

**Research Hypotheses (if you are following a deductive approach)**

## Data Gathering Methods

**Methods of Assessment (how you intend to analyse the data)**

## Identified Sample

## Potential Research Outcomes

## Bibliography



### 3.0 Ethical Considerations

Please fill in the following sections in detail. If the section is not applicable to your study please write N/A.

#### 1. Possible confidential personal data issues:

How will you ensure that;

- a. All personal or confidential data will be protected and never shared?
- b. Participants are kept anonymous?

## 2. Possibility of physical harm

How will you safeguard the safety of persons or animals during your research?

Is any Personal Protective Equipment (PPE) needed? If so, which?

### **3. Possibility of moral harm.**

Will you be taking any steps to ensure that your research participants will not be morally -  
offended?

How will you ensure the psychological, spiritual and cultural well-being of your  
participants are protected?

If applicable, how will you protect the interest and rights of vulnerable, minors, disabled,  
ethnic minorities or any other specific social groups participants?

#### **4. Possibility of harm to the financial well-being of organisations**

What steps will you take to ensure that organisations do not suffer any competitive disadvantage as a result of your research study?

How will confidential business ideas and data be safeguarded?

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<b>Ethical consideration</b>	<b>Tick where appropriate</b>	<b>Comments</b>
All ethical issues resolved		
Possibility of ethical issues		

## 4.0 Appendix 1 – Sample Participant Information Letter

Research Title: \_\_\_\_\_

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I would like to invite you to participate in my research study. Firstly, it is imperative that you understand the aim and purpose of this research study. Please read the information below carefully. If there is anything which is not clear or you require further information, please feel free to ask. You are also free to discuss the matter with other persons.

### **What is the purpose of the study?**

During this research study I aim to...

### **Why have I been chosen?**

You have been chosen because...

### **Is participation obligatory?**

Participation is on voluntary basis. If you choose to participate in this study, you will be given a signed copy of this information sheet. You will also be given a consent form to read and sign in your own time.

### **What does my participation involve?**

You will be given a questionnaire on.../You will be asked to answer questions in a focus group.../Your data will be used...

### **What are the risks involved in participation?**

The risks associated with this research study are the same as those encountered in our daily lives...

### **Are there any benefits related to my participation?**

By agreeing to participate in this study you will help contribute to...

### **What should I do if I have any concerns?**

In case of any concerns, questions or issues please contact the researcher on (student's email address or contact number).

### **What about confidentiality?**

Your personal details and all data collected during the research study will be strictly confidential and only accessible to the researcher. Any data/images will be used anonymously. Your privacy will be safeguarded according to the Gathering of Data Protection Regulation (GDPR) and the Malta Data Protection Act 2018.

**What will happen to the results of the research study?**

The results will be included in the dissertation for my Bachelor/Master in Science. in.... and used to make recommendations regarding...

**Who is the research study organised by?**

This study is being conducted as a partial fulfilment for the Bachelor/ Master in Science in.... with IDEA Leadership and Management Institute (ILMI). If you wish to verify this please contact [tamsin@ideamalta.com](mailto:tamsin@ideamalta.com)

**If I require further information who should I contact?**

You can either contact me on (Student's email/contact number) or ILMI through email [tamsin@ideamalta.com](mailto:tamsin@ideamalta.com)

I would like to take this opportunity to thank you for your interest in my research study.

## 5.0 Appendix 2 - Consent Form for One-to-One Interviews

- I \_\_\_\_\_ confirm that I am participating in this research study out of my own free will.
- I am aware that my participation in the research study will last (ENTER TIME FRAME).
- I am aware that I can withdraw from the research study at any point with no consequences.
- I am aware that I can refuse to answer any question asked by the researcher with no consequence.
- I am aware that I can choose to have my data withdrawn from the research study at any point with no consequence and that these data will be destroyed.
- The nature and purpose of the study have been explained to me in writing and I have been given adequate time to read it and ask any questions regarding the research study.
- I know that my participation in this research study involves (BRIEFLY AND SIMPLY OUTLINE WHAT PARTICIPATION IN YOUR RESEARCH STUDY INVOLVES)
- I am aware that I have the right to access the information I have provided at any time while it is in storage.
- I am aware that there will be no direct benefit to me by participating in this research study.
- I am aware that this research study carries the same risk as those encountered in everyday life.
- I give permission for my interview to be audio-recorded.
- I am aware that any audio recording will be destroyed once the research study has been completed.
- I am aware that all safeguards will be taken to protect my privacy according to the Gathering of Data Protection Regulations (GDPR) and the Malta Data Protection Act 2018.
- I am aware that all information provided by me will be kept confidential.
- I am aware that my identity will remain anonymous. All the necessary steps to protect my identity will be taken by the researcher.
- I am aware that extracts from my interview may be quoted in the research study, as long as my identity remains protected.



- I am aware that my signed consent form(s) and audio recordings will be kept (ENTER LOCATION, SECURITY MEASURES, AND ANYONE WHO HAS ACCESS TO DATA) until marks are issued for the dissertation.
- I have been provided with information regarding IDEA Leadership and Management Institute (ILMI).
- I have been provided with the contact details of the researcher and I am aware that I can contact the researcher to seek further information.

#### Information about Research Participant

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Signature

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Full Name (in caps)

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Date

#### Information about Researcher

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Signature

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Full Name (in caps)

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Date



## 6.0 Appendix 3 – Consent Form for Focus Groups

- I \_\_\_\_\_ confirm that I am participating in this research study out of my own free will.
- I am aware that my participation in the research study will last (ENTER TIME FRAME).
- I am aware that I can withdraw from the research study at any point with no consequences.
- I am aware that I can refuse to answer any question asked by the researcher with no consequence.
- I am aware that I can choose to have my data withdrawn from the research study at any point with no consequence and that these data will be destroyed.
- The nature and purpose of the study have been explained to me in writing and I have been given adequate time to read it and ask any questions regarding the research study.
- I know that my participation in this research study involves (BRIEFLY AND SIMPLY OUTLINE WHAT PARTICIPATION IN YOUR RESEARCH STUDY INVOLVES)
- I am aware that I have the right to access the information I have provided at any time while it is in storage.
- I am aware that there will be no direct benefit to me by participating in this research study.
- I am aware that this research study carries the same risk as those encountered in everyday life.
- I give permission for my interview to be audio-recorded.
- I am aware that any audio recording will be destroyed once the research study has been completed.
- I am aware that all safeguards will be taken to protect my privacy according to the Gathering of Data Protection Regulations (GDPR) and the Malta Data Protection Act 2018.
- I am aware that all information provided by me will be kept confidential.
- I am aware that my identity will remain anonymous. All the necessary steps to protect my identity will be taken by the researcher.
- I am aware that extracts from my interview may be quoted in the research study, as long as my identity remains protected.

- I am aware that my signed consent form(s) and audio recordings will be kept (ENTER LOCATION, SECURITY MEASURES, AND ANYONE WHO HAS ACCESS TO DATA) until marks are issued for the dissertation.
- I have been provided with information regarding IDEA Leadership and Management Institute (ILMI).
- I have been provided with the contact details of the researcher and I am aware that I can contact the researcher to seek further information.
- I will respect the privacy of other members in the focus group by not disclosing their identity or any content discussed during the focus group.

#### Information about Research Participant

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Signature

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Full Name (in caps)

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Date

#### Information about Researcher

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Signature

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Full Name (in caps)

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Date