Guidelines for Applicants submitting their Research Proposals to Faculty Research Ethics Committee.

Request for Approval of Human Subjects Research to be vetted by the Faculty of Health Sciences Research Ethics Committee are requested to submit 4 sets of all the information mentioned below to Ms Christabel Vella, Room 76, Faculty of Health Sciences.

The following documents are to be submitted;

- an original form (Request for Approval of Human Subjects Research) which is to be signed by both the applicant and the supervisor along with another 3 copies,

Applicants should include a statement (in section 2d of this form) indicating whether the tool to be used in their study was self-designed or not. If not designed by the researcher, a copy of the permission from the originator of the tool to:

(a) use the tool as is or,
(b) to use a modified version of the tool whether in part or in full or,
(c) to translate the tool is to be submitted

- a copy of the information letter,
- a copy of the consent form* for participants. This should include:
  1. contact details of researcher,
  2. a note to the participants saying that they are free to withdraw from the study at any time,
  3. has to be signed by both the applicant and the supervisor.

Should anonymous questionnaires be used to collect data, no consent forms are required.

- the tool*, (questionnaire, interview topics, etc.)
- permission letter from the Head of Department from where data will be collected.

In addition to the above, postgraduate applicants are to submit a proposal which should not be longer than 4 A4 pages, giving a brief description of what the study involves.

* copies in Maltese where applicable.