University of Malta Ethical Clearance for Research

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Rationale

Responsibility to researchers and the wider community to ensure that the highest standards of integrity and professionalism are observed in the conduct of research at the University.

https://www.um.edu.mt/media/um/docs/research /urec/**ResearchCodeofPractice**.pdf

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Home Research F	Research ethics	Research Ethi	cs at UM			
The University of Malta recognises its responsibility to researchers an that the highest standards of integrity and professionalism are observe the University. The University's Research Code of Practice 2 provides guiding princip in research across all subject disciplines and areas of study at UM.	d the wider com ed in the condu ples and standar	munity to ensu ct of research a rds of good prac	t Rese	arch ethics	+	
The University's Research Ethics Review Procedures 🖻 lays out the prethics in research. Research Ethics & Data Protection - UM research	rocedure to be f	ollowed to revi	ew Study	/ at UM	0	
Research Ethics & Data Protection - external applican	ts		+ A-Z, A Under Postg Docto Under Postg	All courses rgraduate courses raduate courses oral Research rgraduate prospectus 🗳 raduate prospectus	~	

- Observe and comply with all legal, regulatory and ethical requirements.
- Integrity and dignity of persons notwithstanding any perceived greater benefits.
- "Do no harm" principle.
- Rights of individuals to privacy and personal data protection.
- Honour informed consent and continuous dialogue with research participants.
- Treat animals with respect and work under humane conditions.
- Design animal research in accordance with the following 3 Rs Principles: Reduce, Replace and Refine.
- Respect the principle of **proportionality**: not imposing more than is necessary.
- Treat societal concerns seriously.
- Recognise the wholeness of an individual.
- Respect **biodiversity**.
- Prevent misuse or malignant dual use by terrorists or military organisations.
- Any benefits are for the good of society.



https://www.um.edu.mt/media/um /docs/research/urec/ResearchEthic sReviewProcedures.pdf

FREC Webpage

All the necessary information is found on the FREC Webpage:

https://www.um.edu.mt/ socialwellbeing/students/ researchethics



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bmitting a research proposal to the Social Wellbeing Faculty Research Ethics mmittee (SWB FREC)	Student resources	+
TICE TO ALL STUDENTS:		
earchers submitting their first application as from 1 October 2021 onwards are to follow the ructions on how to fill in the new URECA form. earchers who had already submitted an application/s during 2020-21 and is still not approved, are use the link to the previous Google Form that was received with the PDF version of the REDP form.	FREC	+
dly note that we are currently dealing with an increased number of applications. Expect delays.		
amiliarising yourself with the procedures and guidelines +	Study with us	
Filling in the form +	Find a course: enter keywords	٩
/ery important to note +	A-Z, All courses Undergraduate courses Postgraduate courses Doctoral Research	
iubmission deadlines +	 Undergraduate prospectus Postgraduate prospectus 	
Research Ethics & Data Protection – external applicants +		
Suide to FREC Decisions +		

FREC Webpage – Familiarise yourself with procedures & guidelines

- University of Malta Research Ethics Review Procedures
- University of Malta Research Code of Practice Section 3.1.3 is very important as it lists what the information letter and consent form should include
- Ethical Guidelines for Carrying Out Research with Disabled People
- Ethical Guidelines for Conducting Research with Incarcerated Persons
- Guidelines regarding the use of inclusive language
- Frequently Asked Questions
- Sample documents to be amended according to your research
- Procedure for obtaining consent from online/remote participants

FREC Webpage – Filling in the form

- Replica of URECA form to discuss how to fill in the form with the supervisor.
- Instructional videos step-by-step instructions on how to fill in the form on the URECA system, especially the video *How do you submit the URECA online form*.

URECA form

- <u>https://www.um.edu.mt/research/ethics/redp-form/frontEnd/</u>
- Use Google Chrome
- Sign in with your UM account

URECA Form – Part 1: Applicant and Project Details

- Please indicate if you form part of a Faculty, Institute, School or Centre – Faculty for Social Wellbeing
- Department Department of Psychology
- Email Student's UM email address
- Principal Supervisor's Email UM email address
- Course and Study Unit Code e.g. Bachelor of Psychology (Hons) PSY1234
- Student Number ID card number for Maltese students, number given by International Admissions Office at the start of the academic year for foreign students

URECA Form – Part 2: Self Assessment and Relevant Details

- Q.5. Special Categories of Personal Data (SCPD) attach *Data Management Plan* (FREC webpage has a link on how to write such a document). Applications having SCPD are forwarded to UREC-DP.
- Q.17. Cooperating institution attach draft letter/email to gatekeeper for sensitive intermediaries (see list on FREC webpage), UM Registrar and Communications Office OR attach the whole email thread of the correspondence between the student and gatekeeper (student's request and gatekeeper's permission) in one PDF document (not copy and paste from email to Word document but saved as PDF directly from emails).

Cooperating institutions

- If participants are professionals, you need the actual email correspondence.
- If participants are the elderly community which will be recruited through care homes, you need the actual email correspondence.
- If participants are non-professional, you include the draft email you intend to send.
- Some entities require UM ethical clearance before processing research requests. In such instances, you need to submit the letter/email you intend to send to these potential gatekeepers.

URECA Form – Part 3: Submission

Attach supporting documents in this section and tick which documents are being attached.

Attachments:

Please indicate which of the following materials you are attaching. Failure to provide these, where relevant, risks delaying approval to proceed
vith the research. Materials should be attached below. Students may be required to produce their DRAFT letters of request ahead of sending to
cooperating institutions and to obtain their supervisor's signature on consent and assent forms.

Add Files

*Please produce these materials in English and/or Maltese and/or any other relevant language (or equivalent text that may be communicated orally for those who do not read).

Information and/or recruitment letter*

Consent forms (adult participants)*

Consent forms for legally responsible parents/guardians, in case of minors and/or adults unable to give consent*

Assent forms in case of minors and/or adults unable to give consent*

Data collection tools (interview questions, questionnaire etc.)

Data Management Plan

Data controller permission in case of use of unpublished secondary data

Licence/permission to use research tools (e.g. constructs/tests)

Any permits required for import or export of materials or data

Letter granting institutional approval for access to participants

Institutional approval for access to data

Letter granting institutional approval from person directly responsible for participants

Other

Save REDP Application – to save and continue on the application later.

• Submit REDP Application – it is forwarded via the URECA system automatically to the Principal Supervisor for the endorsement. Once the supervisor endorses, it is forwarded automatically to FREC.



- Records if all questions in Part 2 are ticked as No / N.A.
- **Review** if any question in Part 2 is ticked as Yes / Unsure.

Is this form being submitted for records, or does it require FREC \times review?

Note: If you marked *Yes/Unsure* for any of the questions in the self-assessment checklist, you must submit the form for REVIEW. You may NOT start your data collection until you receive FREC/REC approval. If you marked none of the issues, you may proceed with data collection. In such cases, you must still submit the form to FREC/REC for RECORDS.

RECORDS REVIEW Cancel

If the application is submitted for Review, you are to wait for FREC's approval before starting any data collection.

FREC Webpage – Submission deadlines

 Applications (complete with the supervisor's endorsement) are to be received by 23:59 of the deadline dates to make it for that month's FREC meeting. Otherwise, it is considered as a late submission and reviewed in the following month's meeting.

FREC Webpage – Guide to FREC decisions

- Contains a list of what each decision taken by FREC means.
- FREC can only *Approve* or *Reject* an application on the URECA system. If your application needs to be sent back to you for amendments, it is ticked as *Rejected* in order for you to receive it back as draft and be able to amend it.
- Apart from receiving the application back on the URECA system, you will also receive an email from FREC with the feedback.

Feedback Received

The system to date only allows for accepted or refused. Refused does include three meanings:

- Provisionally Approved Resubmit with minor changes
- Conditionally Approved Resubmit with major changes
- Refused

The detailed feedback in your feedback sheet will inform you in detail of the amendments that are required.

Amendments

- Amendments to the URECA form use square brackets, i.e. [], to mark any changes made from the original/previous form submitted.
- Amendments to supporting documents use track changes in Microsoft Word (set as *All Markup*) and save as PDF.

Please note:

- If track changes are not used, the submission will not be reviewed.
- Make sure to carry out all the requested amendments.
- Use the same URECA form with the same REDP Application ID (e.g. SWB-2022-****) for the same research until it is finally approved.
- You are to quote this REDP Application ID on the *Declaration of Authenticity* form when submitting your dissertation to your department.

Very important!

Since information is constantly updated, it is strongly advised that:

- the website is checked regularly; and
- the latest sample documents are downloaded and used.

Queries

For any queries, please send an email to:

research-ethics.fsw@um.edu.mt

or contact Charmaine Agius on:



