



## **Ethics Approval for Graduation Projects (FYPs) Public Policy and Global Affairs Programme School of Social Sciences**

Name of student(s) : \_\_\_\_\_

Matric Number : \_\_\_\_\_

Title of Project : \_\_\_\_\_

PPGA Faculty Supervisor : \_\_\_\_\_

### **Ethics Guidelines of the Public Policy and Global Affairs Programme**

You must complete this Ethics Application regardless of whether your research involves human subjects or not. For example, if you intend on interviewing or surveying individuals or groups (the 'subjects'), (controlled) experimenting, or using confidential or biometric data. Please discuss your research method and data collection with your appointed PPGA faculty supervisor. Please read through the annexes, which contain further information.

This application for ethics approval is based on the Code of Ethics of the American Political Science Association (<https://www.apsanet.org/portals/54/Files/Publications/APSAEthicsGuide2012.pdf>), the Code of Ethics of the American Sociological Association (<http://www.asanet.org>), and on the guidelines of NTU Institutional Review Board (<http://research.ntu.edu.sg/GuidelinesnForms/Pages/Guidelines.aspx>). To be considered for ethics approval, you must provide the PPGA Programme with this document explaining how your project will assure the protection of the welfare and rights of your subjects. Please use additional sheets to elaborate any responses, if necessary. For sections that are not applicable to your project design, please indicate 'N/A'.

Subjects must be informed that they may contact the Ethics Committee (contact details below) if they have any doubts or complaints about your conduct and the integrity of your research project.

**Ethics Committee c/o Head of Division  
Public Policy and Global Affairs Programme  
School of Social Sciences**  
Nanyang Technological University  
48 Nanyang Avenue  
Singapore 639818  
E-mail: [H-DPPGA@ntu.edu.sg](mailto:H-DPPGA@ntu.edu.sg)  
Tel: (65) 65138201

Please provide us the abstract of your revised proposal. (Not more than 300 words)

**Declaration:**

- ☐ My research will not involve human subjects.
- ☐ My research will involve human subjects and I have completed the application accordingly.
- ☐ I have completed the CITI Course and have a valid CITI certificate

I declare that the information that I have provided is correct; I will report any changes in my proposed project that may require a further review of its compliance with PPGA's Ethics Guidelines.

In light of the information I provided and the details contained in Annex A, I declare that my research proposal satisfies the condition(s) for Exemption from NTU's Full IRB Review.

I declare that I am and shall be responsible for ensuring that my proposed Final Year Project and that my final submitted work will comply with PPGA's Ethics Guidelines.

Name & signature of FYP student(s) : \_\_\_\_\_

Date : \_\_\_\_\_

PPGA Ethics Review Committee has reviewed the application and confirm that both comply with PPGA's Ethics Guidelines at the time of my signature and date. I have also reminded the student(s) that both the PPGA programme and I must be informed if there are any further changes to the research design that may trigger the need for a new ethics application.

Name & signature of PPGA Faculty : \_\_\_\_\_

Date : \_\_\_\_\_

**1. Integrity**

- 1.1 Describe how you will ensure that your research is conducted in an unbiased manner and is not influenced by personal or financial interests.

- 1.2 How will you ensure that you (and members of the research team) would not knowingly make statements that are false, undocumented, misleading, or deceptive in the process of collecting and publishing data related to the project?

- 1.3 How will you ensure that you (and members of the research team) would not exercise undue influence or subtle pressure on the subjects?

## 2. Informed consent

2.1 How will the subjects be located and approached?

2.2 Will the research be conducted using deceptive techniques? Yes ☐ No ☐  
If you answered YES, provide the justification below\*

\***Note:** Permission to use deception may be obtained if this does not harm the subjects, is justified by the value of the project, and alternative procedures that do not use deception are not feasible. If deception is a feature of the research, you must explain when and how any misconceptions the subjects may have will be corrected (no later than at the conclusion of the research), or justify why such correction is unfeasible.

2.3 Will the data be collected through means other than naturalistic observations in public places, and it is not anticipated that recording will be used in a manner that could cause personal identification, or harm?

Yes ☐ No ☐

2.4 Will video, film, or audio devices be used to record data? Yes ☐ No ☐

If you answered YES to 2.3 AND/OR 2.4, informed consent (verbal or written) is required. Subjects participating in the research MUST be briefed regarding their rights as stated below:

- the right to decline participation
- the right to terminate participation at any stage

- the right to ask the researchers questions about any aspect of the research (during or after their participation in the research)
- the right to skip questions
- the extent of confidentiality
- the right to approach the ethics committee for concerns that subjects do not wish to discuss with the researchers.

2.5 Will informed consent (verbal or written) be obtained from the subjects? Yes ☐ No ☐

If you answered YES, prior to recording, please ensure that the contents of the sample Informed Consent Form (refer to Annex B) are conveyed to each subject, and his/her agreement is given either verbally or in writing (i.e. by both the researcher and subject signing the form).

If you answered NO to 2.5, give reasons for not obtaining informed consent.

### 3. Confidentiality and privacy

3.1 Describe your plans to ensure that participants' identities are properly disguised, including by the removal of identifiers.

- 3.2 Describe your plans to maintain confidentiality and privacy, including the appropriate storage of data during and after the project. State who will have access to the data and in what role. Also address any issues concerning whether data collected could be used in ways that would place participants at risk of criminal or civil liability or be damaging to the participants' financial standing, employability, or reputation.

- 3.3 If there are any foreseeable limitations for ensuring confidentiality, describe how participants will be informed about such limitations.

- 3.4 Are there any subjects in the study whose personal identities might be made public through the presentation of data in the GP project (e.g., members of a small or highly salient group of people)?

Yes ☐ No ☐

If you answered YES, describe how you will obtain written consent from the subjects (or if a minor, from a legal representative) to make such information public.

- 3.5 Will the subjects, or their legal representatives, be informed they have the option to stop personally identifiable information being used in the future?

**4. Inducements or compensations**

- 4.1 Are financial, or other, inducements offered to the subjects? Yes ☐ No ☐

If you answered YES, explain why these inducements and compensations are necessary and appropriate, and why they do not constitute coercion.

**5. Potential risks and vulnerable populations**

- 5.1 Describe any potential risks to human subjects (including physical harm, psychological harm, release of confidential information, or any other risk) and steps that will be taken to reduce the risks. Include any risks to the subject's well-being, privacy, emotions, employability, criminal, and legal status.



5.2 Will your study involve any of the following subjects (Please tick all that applies):

- ☐ Children (under 21) [requires additional Parental Consent Form and Child Assent Form – Refer to Annexes C1 and C2]
- ☐ Prisoners or detainees
- ☐ Persons at high risk of becoming detained or imprisoned
- ☐ Decisionally impaired
- ☐ Patients (If yes, please describe their health status: \_\_\_\_\_)

5.3 If you checked any boxes for 5.2, describe what additional measures will be taken to protect the rights and privacy of these vulnerable subjects and to minimise risk to them.

[End of application]

**For FYP students to note:**

**Conditions for Exemption from NTU's Full Institutional Review Board (IRB) Review (<http://research.ntu.edu.sg/GuidelinesnForms/Pages/Guidelines.aspx>)**

Research activities in which the only involvement of human subjects will be in one or more of the following categories are **exempted** from full IRB review:

- (1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
- (2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behaviour, **unless**:
  - (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects [***Please answer the relevant questions in Section 3 – ‘Confidentiality and privacy’***] ; and
  - (ii) any disclosure of the human subjects’ responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, or reputation [***Please answer the relevant questions in Section 3 – ‘Confidentiality and privacy’***].
- (3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behaviour that is not exempted under paragraph (2) of this section, **if**:
  - (i) the human subjects are elected or appointed public officials or candidates for public office [***Please answer the relevant questions in Section 2 – ‘Informed consent’***]; or
  - (ii) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter [***Please answer the relevant questions in Section 3 – ‘Confidentiality and privacy’***].
- (4) Research involving the collection or study of existing data (secondary data), documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects [***Please answer the relevant questions in Section 3 – ‘Confidentiality and privacy’***].

- (5) Research and demonstration projects which are conducted by or subject to the approval of Department or Agency head(s), and which are designed to study, evaluate, or otherwise examine:
- (i) Public benefit or service programs;
  - (ii) procedures for obtaining benefits or services under those programs;
  - (iii) possible changes in or alternatives to those programs or procedures; or
  - (iv) possible changes in methods or levels of payment for benefits or services under those programs.

***[Please answer the relevant questions in Section 2 –‘Informed consent’; if applicable, please seek the approval from the relevant Department or Agency head(s) and confirm with your appointed PPGA faculty supervisor that the necessary approval has been obtained before conducting the research.]***

- (6) Taste and food quality evaluation and consumer acceptance studies,
- (i) if wholesome foods without additives are consumed or
  - (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the US Food and Drug Administration or approved by the US Environmental Protection Agency, or equivalent agencies in Singapore.

***[The PPGA Programme does not expect FYP students to conduct ‘Taste and food quality evaluation and consumer acceptance studies’; please seek the approval from the PPGA Ethics Committee via your appointed PPGA faculty supervisor IF your FYP involves such research.]***

**INFORMED CONSENT FORM**

I'm [-----], and I am a public policy and global affairs student at the Nanyang Technological University. I am conducting research, the title of which is '[-----]'. This interview should take about [-----].

[Describe the research topic] and [explain what type of questions you will be asking the respondents].

[If you are recording the interview mention this] I will audio record our interview so that I can listen to it again later without having to take too many notes while we talk.

Let me assure you that any information you provide will be kept strictly confidential. In my reporting, I will disguise your identity by, for instance, assigning you another name or by aggregating the information you provided with others. When I write up my notes from the interview, I will not use your name, so you never have to worry about your name being anywhere except on the audio recording. Once I have transcribed the interview and completed the project, I will erase the digital audio file. During the project, the audio files will be kept in a password protected folder.

Your participation in providing me/us with information on [research topic] is completely voluntary and you may discontinue at any time or skip any question you do not want to answer. If you have any questions about anything related to our project, please ask me.

If you have any questions about my research at a later date, you can contact me at:  
[Your contact information]

**Participant consent:** I understand the procedures described above. My questions have been answered to my satisfaction, and I agree to participate in this study. I have been given a copy of this form.

\_\_\_\_\_  
Name(s) of Researcher

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Participant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Additional questions or any concerns about your rights as a research participant should be addressed to:

**Ethics Committee c/o Head of Division**  
**Public Policy and Global Affairs Programme**  
**School of Social Sciences**  
Nanyang Technological University  
48 Nanyang Avenue  
Singapore 639818  
E-mail: H-DPPGA@ntu.edu.sg  
Tel: (65) 65138201

**PARENTAL CONSENT FORM**

This research is carried out for the degree in Public Policy and Global Affairs at NTU Singapore

**Investigator name:**

**Telephone:**

**Email:**

1. **Purpose of the study:** [Describe the purpose of the study]
2. **Procedures to be followed:** [Describe what steps you will take and what is expected of the participant]
3. **Confidentiality:** All data collected will remain confidential and will be used for research purposes only.
4. **Duration:**
5. **Potential risks:** There is no foreseeable risk to you.
6. **Potential benefits.** There are no direct benefits to you. [But explain the significance of this study]
7. **Participation is voluntary.** Your participation is voluntary and you may choose to withdraw from the study at any time. You may also wish to skip any questions in the questionnaire if you do not wish to answer them. You will be given a copy of this consent form later.
8. **Questions?** If you have any questions or concerns about this research study, please feel free to contact \_\_\_\_\_. If you have questions regarding your rights as a research participant, please contact the Chair of Ethics Committee at the Public Policy and Global Affairs Programme (Tel: 65138201 Email: H-DPPGA@ntu.edu.sg).
9. **Consent:** I, \_\_\_\_\_, give consent for myself and my child to participate in this study. I have been informed of the purpose and contents of this research project.

Parent's Signature: .....

Date: .....

**CHILD ASSENT FORM**

This research is carried out for the degree in Public Policy and Global Affairs at NTU Singapore

**Investigator name:**

**Telephone:**

**Email:**

1. **What is the study about?** [Describe the purpose of the study]
2. **How will the study be carried out?** [Describe what steps you will take and what is expected of the participant]
3. **Will I be paid?** [If no, will something be given as token of appreciation?]
4. **Confidentiality:** All data collected will remain confidential and will be used for research purposes only. Names will not be used.
5. **How long will it take?**
6. **Any risks?** There is no risk to you.
7. **Any potential benefits?** [Explain significance of research]
8. **Do I have to be in the study?** You do not have to be in the study. You can choose whether you want to participate in the study. You may also wish to skip any questions in the questionnaire if you do not wish to answer them. You will be given a copy of this assent form later.
9. **Do my parents know about this?** This study was explained to your parents/guardian and they said that you could be in it.
10. **Questions?** If you have any questions about this research study, please feel free to contact me at \_\_\_\_\_. If you have questions about your rights as a research participant, you can contact the Chair of Ethics Committee at the Public Policy and Global Affairs Programme (Tel: 65138201 Email: H-DPPGA@ntu.edu.sg).
11. **Assent:** I have been told what the study is about and what I will do if I agree to be part of this study.

Child's Name: .....

Child's Signature: .....

Date: .....