



ETHICAL APPROVAL APPLICATION FORM

Instructions: All requests for ethical approval must be submitted using this form. The principal investigator must ensure that the information provided is accurate and sign the declaration in honour that all the information is true at the end of the form.

All questions are compulsory and must be answered digitally, in size 12 font. Questions for which there is no answer, or which are out of context with the study you are proposing should be marked "Not applicable".

I. General Information

1. Project Title

Answer:

2. Name of Principal Investigator

3. Name of Research Team Members

4. Organisations accepting responsibility for the project

5. Nature of the Study

Indicate whether the study is for undergraduate, postgraduate, or non-degree scientific study and whether it is funded. Tick the boxes that correspond to the nature of the research

- Undergraduate student
 Student applying for postgraduate studies: (master's degree; doctorate; other)
 Scientific study
 Funded
 No Funded
 Other. Explain which: _____

Indicate the source of funding:

6. Has this research project already been submitted to an Ethics Committee?

If so, which one?

- Yes
 No

If yes, which one?

7. Do you have any institutional support in East Timor that could provide facilities available to support the successful realisation of the proposed research study?



<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which one?

8. Do you have any support from Timorese managers, researchers, and scientists for this project? If yes, please indicate the names, professions, and institutional affiliations of each member.

<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state who the support is: _____

I. Principal Investigator and Research Team Members

1. Name of Principal Investigator
2. Qualifications of the Principal Investigator
3. Institutional Affiliation
4. Profession
5. Contacts
Email:
Mobile phone:
Address:
Comments:

1. Name of Team Member I
2. Qualifications of Team Member
3. Institutional Affiliation
4. Profession
5. Contact
Email:
Mobile phone:
Address:
Comments:

1. Name of Team Member II
2. Qualifications of Team Member II
3. Institutional Affiliation



4. Profession
5. Contact
Email:
Mobile phone:
Address:
Comments:

1. Name of Team Member III
2. Qualifications of Team Member III
3. Institutional Affiliation
4. Profession
5. Contact
Email:
Mobile phone:
Address:
Comments:

1. Name of Team Member IV
2. Qualifications of Team Member IV
3. Institutional Affiliation
4. Profession
5. Contact
Email:
Mobile phone:
Address:
Comments:

II. Research Project Data

1. Proposed Start and End Date for Research in East Timor
Answer:
2. Title and Summary of the Research Project Please summarise the project in 100 words
3. Brief Literature Review (Maximum 750 words, approximately)



4. Objectives
5. Nature of the research (Tick the boxes that correspond to the nature of the research)
<input type="checkbox"/> Quantitative Method <input type="checkbox"/> Qualitative Method <input type="checkbox"/> Mixed Method <input type="checkbox"/> Experimental Study <input type="checkbox"/> Observational Study <input type="checkbox"/> Longitudinal Study <input type="checkbox"/> Cross-sectional study <input type="checkbox"/> Behavioural Study <input type="checkbox"/> Anthropological or Social Study <input type="checkbox"/> Educational Study <input type="checkbox"/> Biological/Chemical/Physical/Other Study <input type="checkbox"/> Health Sciences Study <input type="checkbox"/> Tests. which tests? _____ <input type="checkbox"/> Other. Which one?
6. Research Methodology Briefly describe the following points: (1) Type of research, (2) Time and place of research, (3) Variables and operational definitions, (4) Data collection instruments and techniques, (5) Population and sample, (6) Size and sampling techniques, (7) Procedures, (8) Data collection and analysis.
7. Expected Results
8. Expected Timetable

III. Research Ethics

1. Type of Participants Please, indicate the type of participants. Tick the boxes that correspond to the nature of the research
<input type="checkbox"/> Pregnant women <input type="checkbox"/> Children (specify ages) <input type="checkbox"/> Refugee <input type="checkbox"/> Prisoners <input type="checkbox"/> Patients (hospitals, clinics, etc.) <input type="checkbox"/> People with physical or mental disorders <input type="checkbox"/> Members of the Armed Forces <input type="checkbox"/> Research is experimental (Field, Lab.) <input type="checkbox"/> Specific community group <input type="checkbox"/> Other. Please specify. _____
2. Participants I Please detail the participants listed in the previous point
Answer:



3. Participants II How will participants be approached, invited and included in the study?
4. Informed Consent I (Institutional Authorisation) Will you be requesting any further authorisation to carry out interviews or surveys with public institutions (ministries), companies or international organisations (if so, please specify which ones)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which one?
5. Informed Consent II Explain how you will handle the consent of participants and institutions (institutions, if applicable) in your research.
6. Confidentiality I Explain how you will deal with the confidentiality of participants' data (if applicable)
7. Confidentiality II How will the participants have access to the research results and feedback?
8. Protection and safety of participants I In your study, does recruitment involve a direct personal approach by researchers to potential participants? Explain how you will approach participants who have been through a traumatic, physical, or psychological experience, or other similar situations, for example with students, patients, and prisoners, among others (if applicable).
9. Protection and safety of participants II Explain how you can carry out surveys or interviews with children under 18, depending on the study in question (if applicable).
10. Protection of Animals, Plants and Minerals I Does your study involve the use/experimentation of animals in research? If yes, explain in detail what ethical aspects the study will take into consideration regarding animals and the environment. Explain the same about studies on flora or other.



<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which one?
11. Protection of Animals, Plants and Minerals II Describe the procedures you will use to process, store and test biological or mineral samples (if applicable).
12. Protection of Animals, Plants and Minerals III Does this study involve sending biological or mineral samples outside Timor-Leste? If so, which ones?
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which ones?
13. Protection of Animals, Plants and Minerals IV Does the study involve bringing any biological samples from another country to Timor-Leste? If yes, please indicate which samples, what the aims and objectives are and what procedures you will use to process, store, and test biological samples in East Timor.
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which one?
14. Protection of Participants, Animals, Plants and Minerals Please describe in detail the research and all the risks involved (physical, biological and/or psychological risks). What precautions will be taken to reduce the risks and ensure the safety of participants and animals?
15. Benefit of the Study for Timor-Leste Describe the potential benefits of the Study for the participants and the population of Timor-Leste.
16. Dissemination of Results and Publications How will the research results be disseminated, and where will the data be hosted for consultation? How long will the data and results be available? Will you publish the results?



IV. Signature and Declaration of the Investigators

Declaration

- I declare on my honour that all the information provided herein is true from a personal, scientific, and ethical point of view.
- I accept responsibility for the ethical conduct of the research project.
- I declare that the National Institute of Science and Technology of Timor-Leste will be notified if there are any changes to the Research Project.
- I undertake to deliver the research results to the INCT for deposit in the National Digital Repository.
- I will endeavour to disseminate the research results in East Timor, with the support of the INCT.

Nº	Position	Name	Signature	Date
1	Principal Investigator			

V. Documents Required to Apply for Ethical Approval

Nº	Required Documents	Priority	Yes	No
1	Request for Ethical and Technical Approval addressed to the President of the INCT	Required		
2	INCT Form	Required		
3	Proposal/Project (Required)	Required		
4	Informed Consent	Optional		
5	Questionnaires and other measuring instruments (Optional)	Optional		
6.	Budget (Optional)	Optional		
7	Other(which ones?) _____	Optional		

VI. To be filled in by INCT Services

Request received on: ____/____/____

by the INCT Ethics Commissioner

Name:

Signature: