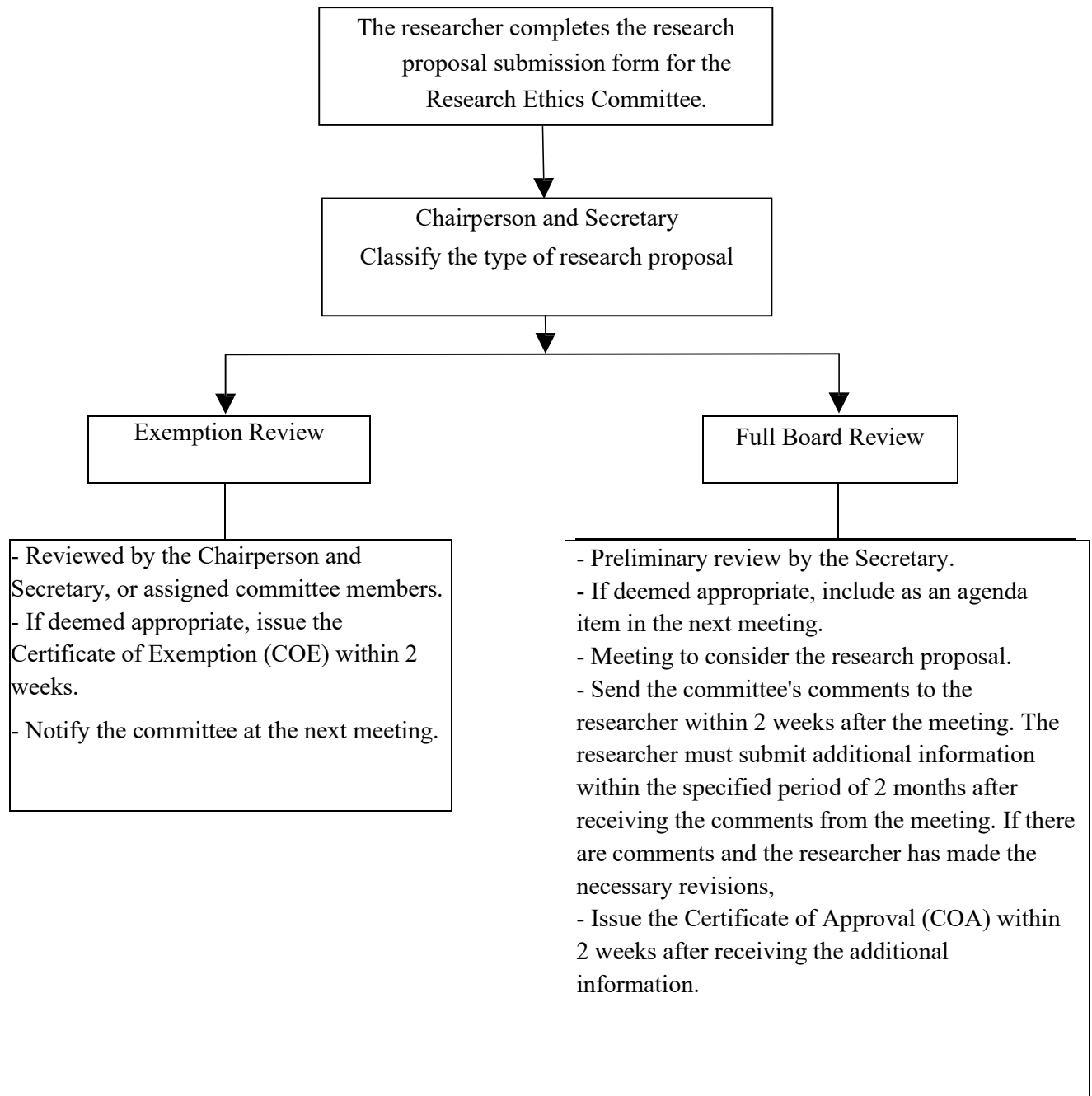




Guidelines for Submitting Research Proposals to the Research Ethics Committee Huachiew Chalermprakiet University



Procedures for Submitting Research Proposals for Ethics Review

1. Preparation of Documents for Ethics Review Submission The researcher must prepare the following documents:

1.1 Research Proposal Submission Form to the Research Ethics Committee, HCU. There are 2 formats:

1.1.1 Research Proposal Submission Form to the Research Ethics Committee (for Faculty Members)

1.1.2 Research Proposal Submission Form to the Research Ethics Committee (for Students)

1.2 Research Proposal

1.3 Research Instruments (if applicable)

1.4 Information Sheet for Participants or Research Subjects (if applicable) 1.5 Informed Consent Form from Participants or Research Subjects (if applicable) In the case where the researcher is a faculty member, the documents must be approved at the faculty level and signed on document 1.1.1 by the Dean. In the case where the researcher is a student, the documents must be approved and signed on document 1.1.2 by the Advisor. The researcher shall arrange all documents in order from 1.1 to 1.5 and compile them into a single PDF file, 1 set, to submit to the Research Ethics Committee, HCU, via Email: ethicnew.hcu@gmail.com

** Note: The committee will not consider research proposals where data has already been collected.

2. Operations of the Research Ethics Committee, HCU. The Chairperson and Secretary will classify the type of research proposal into one of two categories: Exemption Review or Full Board Review.

2.1 Exemption Review (Low Risk Review) refers to the review of research proposals with low ethical risk levels, conducted by the Chairperson and Secretary, or assigned committee members. If all documents are reviewed and deemed appropriate, the committee will issue a Certificate of Exemption (COE) within 2 weeks after receipt, and it will be reported to the committee at the next meeting.

2.2 Full Board Review refers to the review by the full committee meeting, which begins with a preliminary review by the Secretary. If deemed appropriate, it will be included as an agenda item in the next meeting. Once the meeting has considered the research proposal, it will either approve it, provide additional comments, or not approve it. The resolution and/or comments from the meeting will be sent to the researcher within 2 weeks after the meeting.

If the meeting resolves that the researcher must submit additional information, the researcher must do so and submit it to the committee within the specified period of 2 months after receiving the comments from the meeting.

Upon receiving complete additional information, the committee will approve and issue a Certificate of Approval (COA) within 2 weeks after receiving the additional information from the researcher.

For sending the approval documents, either COE or COA, to the researcher: If the researcher is a faculty member, the committee will send the approval documents through the Dean to the researcher.

In the case where the researcher is a student, the committee will send the approval documents, either COE or COA, through the Advisor to the researcher.

3. Research Proposals Eligible for Exemption Review Have the Following Characteristics:

3.1 Research conducted through surveys, interviews, or observation of behavior within the community, collecting data that cannot be linked to individual participants, with results reported in aggregate form. Such research must have the following characteristics: a. Questions do not impact mental health or involve sensitive personal matters that should be kept confidential. b. The data studied must not relate to illegal activities; if confidentiality is breached, participants may face arrest, fines, or legal prosecution. c. The data studied must not cause damage to reputation, loss of benefits, termination of employment, loss of certain rights, or affect financial status.

3.2 Research using data from publicly available databases in document form, where the data is disclosed to the public.

3.3 Educational Research

a. Educational research in regular classrooms, including:

- Research comparing different teaching methods.
- Comparing the effectiveness of teaching techniques or classroom arrangements using different methods (or comparing curricula).
- Methods that are generally accepted and have been used previously, and/or
- Conducted in regular classrooms.

b. Research using different educational assessment methods (Educational tests), such as cognitive, aptitude, diagnostic, achievement tests, and having the following characteristics:

- Not the latest new methods that have never been used before.
- Students in the same class receive the same treatment.
- No withholding of information without notifying the participants.
- No excessive or unusual physical exercise.

3.4 Research using existing pathological specimens or for disease diagnosis or conditions (e.g., blood) stored in repositories (not new data collection), which are anonymous, without names or codes linking to individuals, and with personal information removed. It must not be data from previous research and must have permission from the custodian of the data/specimens.

3.5 Research conducted in laboratories not involving experimental animals or humans.

Note:

1. The authority to determine whether a research proposal qualifies for Exemption lies with the Research Ethics Committee. The researcher must submit the research proposal along with the completed submission form to the committee for consideration.
2. Research proposals requesting consideration for Exemption status will be reviewed by the Chairperson and Secretary, or assigned committee members.

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