

**APPENDIX G**

**UNIVERSITY OF PROFESSIONAL STUDIES. ACCRA (UPSA)  
OFFICE OF DOCTORAL PROGRAMMES (ODP)  
INSTITUTIONAL REVIEW BOARD (IRB) APPLICATION**

**Student Name:**

**Academic Year/Semester:**

1. Dissertation title .....
2. Name of Principal Supervisor .....
3. This project will be conducted (*please tick as applicable*):  
On campus [ ]      Off Campus [ ]      Both [ ]
4. Is this research funded by an external body? (*please tick as applicable*):  
Yes [ ]      No [ ]
5. If you answered Yes in (4), please fill table below

If yes, indicate name(s) and type of funding source(s).	
Name(s):	
Type:	Government [ ] Non-Government Organization [ ] Company [ ] Other:

6. Based on your planning for the research, please indicate the following  
Anticipated starting date: .....
- Anticipated ending date: .....
7. Provide a brief on the objectives, methods and procedures of your research project. You may present on a separate sheet but must not exceed one page.  
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8. How many participants do you intend to use for your study?  
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9. Briefly describe how the participants will be recruited?

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10. In the course of your research, do you anticipate any potential physical, psychological, social or privacy risk or pain on your subject. (Note: This includes any request for the participants to reveal any embarrassing, sensitive, or confidential information about themselves or others.)

Yes  No

11. If you answered Yes in question 10, then based on the potential risk implications of your research, how will the risk be kept at a minimum? You are to describe how you will proactively address issues such as confidentiality of data, privacy, dignity, etc.

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12. If you anticipate the need for the use of deception, please describe in detail how the deception applies.

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13. Briefly state your plans for debriefing of your participants after the research.

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14. Based on the potential psychological, social, and possibly physical risk implications on your participants. State the potential benefits of the study to academia and the scientific community.

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15. What measures are in place to ensure the rights of participants to participate, not to participate, or withdraw at any time during the research.

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16. How will participants be adequately informed about the procedures of the research so that they can make an informed decision on whether or not to participate

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17. Expressed consent are required from participants and companies that are engaged in any research. The ODP provides standard Consent Forms for both individuals and companies. You are to ensure completion of the forms by the respective participants/organization and attach to the application.

**Note:** If the participants include minor children, a parent must sign out the individual consent form on behalf of the minor.

18. Attach to this application copies of questionnaires, interview formats, testing instruments or other relevant documents to carry out the research. If your questionnaires are not complete, please submit an outline of the questions to be used.

**Note:** You will have to submit the completed questionnaire to the IRB before the research can begin.

Name..... Signed: .....

Student ID: ..... Date: .....

**Send completed application to:**

ODP  
5<sup>th</sup> Floor Room 15  
Joshua Alabi Library