



UNIVERSITY OF DHAKA
BUREAU OF BUSINESS RESEARCH
Faculty of Business Studies

RESEARCH ETHICS CLEARANCE APPLICATION FORM

BBR Ethics Reference No.:	BBR/ERC/_____/20____
Date of Receipt (Office use):	

COVER LETTER AND GUIDANCE NOTES

Dear Applicant,

Thank you for your interest in submitting your research proposal for ethical review to the Bureau of Business Research (BBR), University of Dhaka. This application form has been designed to help the Bureau's Ethics Review Committee assess the ethical dimensions of research proposals submitted by faculty members, postgraduate students (MBA/Executive MBA/MPhil/PhD/Undergraduate researchers), and research fellows all disciplines of business studies, including Accounting, Finance, Marketing, Management, International Business, Management Information Systems, Banking and Insurance, Tourism and Hospitality Management, and Organizational Strategy and Leadership. Researchers from other related disciplines can also apply.

How to complete this form

1. Please read each question carefully and complete all parts. If a question is not applicable to your research, write "N/A" rather than leaving it blank.
2. Answer in language comprehensible to a lay person wherever indicated. Do not simply refer to your research proposal; the Committee must be able to assess ethical issues from this form alone.
3. Where a question asks for information you have already provided elsewhere in the form, refer back to your earlier answer rather than repeating it.
4. Attach all required ancillary documents listed in the Attachments Checklist (Part F), including your information sheet(s), consent form(s), questionnaire(s)/interview guide(s), and any letters of permission from organizations ('gatekeepers') whose data, staff, or premises you intend to use.
5. Student applicants must have this form reviewed, signed, and endorsed by their Supervisor before submission.
6. Submit one signed hard copy along with an electronic copy (PDF, single file including all attachments) to the Office of the Bureau of Business Research, University of Dhaka.
7. The review process will take at least two weeks. Applications involving vulnerable groups, sensitive financial/personal data, or deception of participants may require additional time.
8. Data collection must not commence until written ethical clearance has been granted by the Bureau.
9. The applicants will have to pay a fee (page 11) for the evaluation by the ethics committee.

We wish you every success with your research.

Yours sincerely,

Bureau of Business Research, University of Dhaka, Dhaka, Bangladesh.**PART A: SUMMARY OF THE RESEARCH****A.1 Title of the Research**

A.2 Area(s) of Business Research (tick all that apply)

- ☐ Accounting
☐ Finance
☐ Marketing
☐ Management Studies
☐ International Business
☐ Management Information Systems
☐ Banking and Insurance
☐ Tourism and Hospitality Management
☐ Organizational Strategy and Leadership
☐ Other (please specify): _____

A.3 Principal Investigator's Contact Details

Name (Title, first name, surname):	
Position (e.g. Faculty, MBA/MPhil/PhD student/undergraduate researchers, Research Fellow):	
Department/ Institute:	
Faculty:	
Work/ Institutional address:	
Telephone number:	
University of Dhaka e-mail address:	
Supervisor (if any)	

A.4 Purpose of the Research (tick as appropriate)

- ☐ Educational qualification – please specify (e.g. MBA, MPhil, PhD): _____
☐ Faculty/ Departmental research
☐ Bureau-funded research project
☐ Externally funded research project
☐ Consultancy / commissioned research
☐ Research conducted personally
☐ Other (please specify): _____

A.5 Nature of the Research (you may select more than one)

- ☐ Research on or with human participants (e.g. employees, managers, customers, investors)
☐ Research using primary data collected by questionnaire/ survey
☐ Research using primary data collected by interviews/ focus groups (qualitative methods)
☐ Research using observation of individuals, organizations, or markets
☐ Research using organizational, financial, or market (aggregated) data

- ☐ Research using secondary/ archival/ published data or data in the public domain (e.g. DSE, Bangladesh Bank, annual reports)
- ☐ Research involving experimental or behavioural economics designs
- ☐ Research using case study methodology
- ☐ Any other (please specify):

A.6 Will the research involve any of the following? (tick as appropriate)

- ☐ Employees, customers, or clients of a private organization or financial institution (accessed by virtue of their professional/ commercial role)
- ☐ Access to confidential organizational, financial, or transaction-level data not otherwise in the public domain
- ☐ Individuals in a dependent relationship with the investigator (e.g. the investigator's own students, subordinates, or employees)
- ☐ Minors (under 18 years of age)
- ☐ Adults who lack capacity to consent for themselves
- ☐ Research conducted wholly or partly overseas
- ☐ Specially abled people
- ☐ None of the above

If your research involves confidential commercial/ financial data, please attach written permission from the organization(s) concerned (a 'gatekeeper' letter).

PART B: ABOUT THE RESEARCH TEAM**B.1 To be completed by students only**

Qualification working towards (e.g. MBA, MPhil, PhD):	
Supervisor's name (Title, first name, surname):	
Supervisor's department/institute:	
Supervisor's telephone number:	
Supervisor's e-mail address:	

B.2 Details of the co-researchers

Name	Details (Position, organisation, email)

PART C: THE RESEARCH**C.1 What are the aims and objectives of the study? (Must be in language comprehensible to a lay person.)**

C.2 Describe the design and methodology of the research, including whether it is quantitative, qualitative, or mixed-methods.

It is important that the study design can answer the research questions it intends to address; a poorly designed study risks wasting participants' time and organizational resources.

C.3 What will participants be asked to do in the study? (e.g. completing a survey, an interview, number and length of sessions, travel required)

C.4 Does the research involve an international collaborator or fieldwork conducted overseas?

☐ Yes ☐ No

If yes, describe the ethical review procedures required in that country and attach any approval already obtained.

C.5 Proposed Study Dates and Duration

Research start date (DD/MM/YY):	
Research end date (DD/MM/YY):	
Fieldwork/ data collection start date:	

Fieldwork/ data collection end date:	
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C.6 Where will the research be undertaken? (e.g. on-campus, in workplaces/ organizations, financial institutions, online, Bangladesh, Abroad)

RECRUITMENT AND CONSENT PROCESSES

C.7 How will potential participants/ organizations be (i) identified, (ii) approached, and (iii) recruited?

C.8 Will you be excluding any groups of people or organizations, and if so, what is the rationale?

C.9 How many participants/ organizations will be recruited and how was this number decided upon? (If applicable, include sample-size)

C.10 Will the research involve any element of deception of participants?

☐ Yes ☐ No

If yes, describe why this is necessary and whether participants will be debriefed at the end of the study.

C.11 Will informed consent be obtained from research participants/ organizations?

☐ Yes ☐ No

If yes, describe how this will be done (in addition to a written information sheet). If not obtaining informed consent, justify this.

C.12 Describe whether participants will be able to withdraw from the study, and up to what point (e.g. before data is anonymised/ aggregated). If withdrawal is not possible, explain why not.

C.13 How long will participants have to decide whether to take part in the research?

C.14 What arrangements have been made for participants who might not adequately understand verbal or written explanations given in English/ Bangla, or who have special communication needs?

C.15 Will individual or organizational data collection discuss any topics or issues that might be sensitive, commercially confidential, embarrassing, or upsetting?

☐ Yes ☐ No

If yes, give details of the procedures in place to deal with these issues.

C.16 Will individual participants receive any payments, fees, reimbursement of expenses, or other incentives for taking part?

☐ Yes ☐ No

If yes, describe the amount, number, and basis on which this was decided.

RISKS AND BENEFITS OF THE STUDY

C.17 What are the potential benefits and/ or risks for research participants and/ or participating organizations?

C.18 Does the research involve any risks to the researcher(s) themselves, or to people not directly involved in the research (e.g. lone fieldwork, visits to organizations/ branches)?

☐ Yes ☐ No

If yes, please describe and attach a risk assessment where relevant.

C.19 Does the research involve any risks/harm to the animals, plants and natural environment?

☐ Yes ☐ No

C.20 Does the research involve any vulnerable groups (such as children, pregnant women, individuals with cognitive impairments etc.)?

☐ Yes ☐ No

If yes, provide a justification for their inclusion and any additional safeguards. How will adverse events or complaints from participants be managed?

DATA ISSUES

C.21 Will the research involve any of the following activities at any stage? (tick as appropriate)

- ☐ Examination of organizational, financial, or personal records by those who would not normally have access
- ☐ Access to research data on individuals/ organizations by people from outside the research team
- ☐ Electronic transfer of data
- ☐ Sharing data with other organizations or institutions
- ☐ Exporting data outside Bangladesh
- ☐ Use of personal/ organizational contact details (addresses, e-mails, telephone numbers)
- ☐ Publication of direct quotations from respondents
- ☐ Publication of data that might allow identification of individuals or organizations
- ☐ Use of audio/ visual recording devices

- ☐ Storage of personal/ organizational data on personal computers, laptops, or portable storage devices

C.22 How will the research team ensure confidentiality and security of personal and/ or organizational data? (e.g. anonymisation procedures, secure storage, coding of data, use of pseudonyms for organizations)

C.23 For how long will data from the study be stored, and why has this length of time been chosen?

As a general guide, data should normally be preserved and accessible for a minimum of five (5) years after final publication; students should retain data for at least two (2) years after publication or three (3) years after the end of data collection, whichever is longer.

CONFLICTS OF INTEREST AND FUNDING

C.24 Will any of the researchers or their institutions receive any other benefits or incentives for undertaking this research, over and above normal salary or research costs?

- ☐ Yes ☐ No

If yes, indicate how much and on what basis this has been decided.

C.25 Is there scope for any other conflict of interest? (e.g. will the funder/ sponsoring organization have control over publication of findings?)

- ☐ Yes ☐ No

If yes, please explain.

C.26 Does the research involve external funding?

- ☐ Yes ☐ No

If yes, please state the source of funding and the reference/ grant number, if any.

PART D: DECLARATION BY APPLICANT

Declaration by Principal Investigator:

1. The information in this form is accurate to the best of my knowledge and belief and I take full responsibility for it.
2. I undertake to abide by the University of Dhaka's ethical and health & safety guidelines, and the ethical principles underlying good practice appropriate to my discipline.
3. If the research is approved, I undertake to adhere to the study protocol, the terms of this application, and any conditions set out by the Bureau's Ethics Review Committee.
4. I undertake to seek an ethical opinion from the Bureau before implementing any substantial amendment to the protocol.
5. I undertake to submit progress reports if required.
6. I am aware of my responsibility to comply with the requirements of law and relevant guidelines relating to the security and confidentiality of personal, financial, or organizational data.
7. I understand that research records/ data may be subject to inspection for audit purposes if required in future.
8. I understand that the Ethics Review Committee may choose to audit this project at any point after approval.

Principal Investigator

Signature:	
Print name:	
Date (dd/mm/yyyy):	

Supervisor of Student Research (if applicable)

I have read, edited, and agree with the form above.

Supervisor's signature:	
Print name:	
Date (dd/mm/yyyy):	

Attachments Checklist

Please tick to confirm the following documents are attached, as applicable:

- ☐ Research proposal/ protocol
- ☐ Participant Information Sheet(s)
- ☐ Informed Consent Form(s)
- ☐ Questionnaire(s)/ survey instrument(s)
- ☐ Interview/ focus group topic guide(s)
- ☐ Advertisement/ recruitment material (posters, e-mails, social media text)
- ☐ Letter(s) of permission from organization(s)/ gatekeeper(s)
- ☐ Risk assessment (for fieldwork/ lone working/ overseas research)
- ☐ Ethical approval certificate(s) from other institution(s), if any
- ☐ Curriculum Vitae of Principal Investigator (for externally funded/ consultancy research)
- ☐ Other (please specify): _____

Fee:

1. For Undergraduate researchers: Tk. 1,000.
2. For MBA/ Executive MBA Tk. 2,500
3. PhD Researchers: Tk. 5,000.
4. For individual research (self-funded): Tk. 3,000.
5. For funded research: Tk. 5,000.

FOR OFFICIAL USE – BUREAU OF BUSINESS RESEARCH

Title of the Research:**Principal Investigator:**

This application has been reviewed by the Ethics Review Committee of the Bureau of Business Research, University of Dhaka.

Committee Decision (tick as appropriate)

- ☐ Approved without conditions
☐ Approved subject to the conditions/ amendments listed below
☐ Referred back to applicant for revision and resubmission
☐ Not approved

Conditions/ Comments of the Committee (if any)

Signature: _____ Name: _____ Director Bureau of Business Research University of Dhaka Date: _____	Signature: _____ Name: _____ Chairman Bureau of Business Research University of Dhaka Date: _____
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