

To: The Campus Registrar

The University of the West Indies,

St. Augustine Campus, Trinidad and Tobago

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Subject: **Assurances in Relation to Research to be Conducted on The UWI St. Augustine Campus**

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| 1. The precise purpose of the research. | The purpose of the research is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (state briefly the Purpose of the Research) |
| 1. Methodology to be employed in the research. | The methodology to be used will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (state briefly the Methodology to be used) |
| 1. The precise purpose for which the information is being obtained must be communicated to any research participants prior to any disclosure of information. | I attest that research participants will be presented with the purpose of this research prior to participation. Participants will be informed that their participation in the research is voluntary and all data collected will be treated in the strictest confidence. |
| 1. The assurance must be given that any information collected would only be used solely for the expressed purpose. | I attest that the information collected would only be used for the purposes of the research paper as disclosed to The UWI. |
| 1. The UWI must be satisfied that the information being requested is relevant and not excessive for the purpose. | I attest that the information being requested is relevant and not excessive for the purposes of the research proposed. |
| 1. The information obtained must be recorded accurately and securely and kept confidential. | The information obtained will be recorded accurately and securely and kept confidential. |
| 1. The information obtained via the proposed research must not be presented in a manner which contains specific details that can serve to identify any research participant or specific individual referred to in the course of the research. | All identifying characteristics of the research participants, as well as any specific individuals referred to in the course of the research will be removed in the final research paper produced so that the said final research paper/thesis will be presented in a completely de-identified manner.  This would include the removal of references to any specific individual, office, or office holder within the University. |
| 1. The information obtained must not be transferred or disclosed to any person beyond those anticipated within the scope of the expressed purpose. | The information obtained will not be transferred or disclosed to any other person beyond the scope of the expressed purpose. |
| 1. If required, The UWI shall have access to the research conclusions and findings. | I confirm that The UWI shall be granted access to the research conclusions and findings, if required. |
| 1. My contact information and that of my research supervisor. | **Researcher**  Name:  Phone Contact:  Email Address:  **Research Supervisor**  Name:  Phone Contact:  Email Address: |

Signature ……………………………………………

Date: ......................................................