



THE UNIVERSITY OF THE WEST INDIES

ST AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

CAMPUS ETHICS COMMITTEE

Telephone: (868) 662-2002 Ext. 82755 e-mail: campusethics@sta.uwi.edu

GUIDELINES FOR COMPLETING ONLINE APPLICATIONS FOR ETHICAL APPROVAL

1. The Ethics Application and Consent forms are available on the following website: <https://sta.uwi.edu/research/ethics.asp>
2. As of September 2018 – all applicants must complete the CITI Ethics Course and submit the completion certificate along with their applications. See document "Online Ethics Training (free) - CITI Program" on the website for more information.
3. These documents must be submitted electronically at least three (3) months prior to the commencement of the project.
4. The submission process is now electronic and paper applications will no longer be accepted.
5. Applications submitted by students must list their supervisor as the Principal Investigator.
6. The signatures (including electronic signatures) of the Principal Investigator and lead Co-Investigator are required.
7. Only the following documents are to be submitted:
 - Application Form
 - Consent Form (if required)
 - Data Collection Instrument(s) (if required)
8. All students would be required to be properly informed on research ethics methodologies, before applications for research are submitted.
9. It is necessary that the Principal Investigator(s) is qualified to undertake the proposed research and therefore their qualifications must be indicated on the application form.
10. It should be noted that ethical approval must be sought before the project begins.
11. If a question is not applicable, the answer should state "Not Applicable".
12. The Consent Form must be completed for research involving experimental and invasive procedures and for collection of personal sensitive data from research subjects. It is generally not required for research involving simple surveys.
13. The Consent Form must be signed by the person conducting the informed consent process at the time of the interview and not before.
14. For research that involves subjects under the age of eighteen (18) years, parental/guardian consent must be obtained.
15. The Ethics Application forms must be completed in accordance with the guidelines provided.
16. Applicants can contact Chairman/Secretary if they have anything to discuss concerning their applications.
17. Researchers should familiarize themselves with the document entitled "Policies and Procedures on Research Ethics" before completing the application.