**Verification Form for Completeness of Research Proposal (For the main researcher)**

**For consideration by the Human Research Ethics Committee**

 **Panyapiwat Institute of Management**

Title of research proposal:

Name of project leader:

Contact Number:

**\*\*\* Research proposal must indicate the date, month, year, version number, and page number on every page\*\*\***

| **No.** | **Item/document** | **For Researcher**  | **For Secretary/ Assist. Secretary** |
| --- | --- | --- | --- |
| **Yes** | **No** | **Yes** | **No**  |
| 1 | Project title (Thai, English) |  |  |  |  |
| 2 | Name of project leader, address of Faculty/Office, and mobile phone number |  |  |  |  |
| 3 | Name of all co-researchers, address of Faculty/Office and mobile phone numbers |  |  |  |  |
| 4 | Identification of sources of research fund  |  |  |  |  |
| 5 | Place for conducting research  |  |  |  |  |
| 6 | Rationale |  |  |  |  |
| 7 | Objectives |  |  |  |  |
| 8 | Type of research |  |  |  |  |
| 9 | Selection of co-researchers |  |  |  |  |
| 10 | Calculation of sample size |  |  |  |  |
| 11 | Research participants |  |  |  |  |
| 12 | Action taken in case of the research participants’ withdrawal  |  |  |  |  |
| 13 | Research process/methodology  |  |  |  |  |
| 14 | Data collection process |  |  |  |  |
| 15 | Data measurement/data analysis |  |  |  |  |
| 16 | Research duration |  |  |  |  |
| 17 | Identification of the place of access to the researcher |  |  |  |  |
| 18 | Process of access to the invited research participants |  |  |  |  |
| 19 | Process of asking for consent to participate in the research |  |  |  |  |
| 20 | Considerations for human research ethics |  |  |  |  |
| 21 | Methods of protecting the confidential information of the research particpants |  |  |  |  |
| 22 | Duration of time while answering the questionnaire/interview |  |  |  |  |
| 23 | Remuneration (if not, please specify) |  |  |  |  |
| 24 | CVs of the researcher, co-researchers and research advisors |  |  |  |  |
| 25 | Information sheet of co-researchers |  |  |  |  |
| 26 | Consent form for intention to participate in the research |  |  |  |  |
| 27 | Assent form from parents of the child under 18 participating in the research  |  |  |  |  |
| 28 | Questionnaire/interview forms |  |  |  |  |
| 29 | CD recording of proposed information |  |  |  |  |
|  |  |  |  |  |  |

 (Signature) ............................................................

 (.........................................................)

 Project Leader

 ............/..................../...................

**(For the secretary / assistant secretary, the Human Research Ethics Committee,**

 **Panyapiwat Institute of Management)**

**Please indicate whether or not the committee members have a stake in this research proposal.**

🞏 **Having a stake in this research proposal**

🞏 **Having no stake in this research and the research can proceed to the further steps**

The research proposal and all the documents have been examined and found that they are

🞏 Complete (as verified by the researcher)

🞏 Incomplete, because of the lack of the following additional documents which the researcher must provide and return to the committee:

1. ...........................................................................................................................................................................
2. ............................................................................................................................................................................
3. ............................................................................................................................................................................

(Signature)......................................................... (.........................................................)

 Secretary/Assistant Secretary

 ............/..................../...................