



DAS Research & Research Presentation Application Form

Check the relevant box/s

- 1. **Research Application (complete pg 1-4)**
- 2. **Conference / Workshop Submission (complete pg 5)**

RESEARCH

Information for applicants

Research studies must not commence until approval from the Dyslexia Association of Singapore – Research Committee has been granted.

This form should be completed for all research studies utilising human participants.

Researchers are expected to apply due diligence to their own considerations of risks as it is **the researcher** and no-one else who is legally responsible and professionally accountable for their research decisions. Where researchers are students, it is the Research Supervisor’s responsibility to ensure due diligence and accountable decision making.

The following should be adhered with:

- 1. Research does not involve those who are considered vulnerable.
- 2. Research does not involve those where informed consent may be compromised.
- 3. Does not involve “covert” procedures as in covert observation studies.
- 4. Research is not “sensitive”. For example, does not carry a risk of those involved disclosing information which compromises the research (e.g., illegal activities; activities where moral opinion may differ, potential professional misconduct – work errors).
- 5. Research does not induce significant psychological stress or anxiety, or produce humiliation or cause more than fleeting harm/ negative consequences beyond the risks encountered in the normal life of the participants.
- 6. Research does not involve administration of drugs, placebos or other substances as part of this study.
- 7. Research does not involve any invasive procedures.

If **none** of the above the points apply, the DAS Research Committee will consider this research low risk.

If any of the above applies, then the research CANNOT be considered low risk and the Research Application may be rejected

If unsure, please seek advice from either your research supervisor or the DAS Research Coordinator.

Timeline for research to be approved by the committee:

- Research Committee will revert with feedback 2 weeks from the date the Research Application form is received
- Following feedback, amendments may be required. Researcher to come back with amendments 1-2 weeks from the date of the feedback.
- If no further amendments required, committee will proceed to assist with recruiting groups requested for testing. This could take between 1 -2 weeks.
- Time taken for approval to be given could be between 6 – 8 weeks.

I have read and acknowledged the above:

Applicants Name/s:

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Applicants Signature/s:

Date: _____

Please read instructions before completing form:

- For research requiring participation from DAS staff and/or students.
- Please read through the Standard Operating Procedures for application to conduct research (include link of site)
- Complete by clicking on required fields
- Email completed form and supporting documents to: research@das.org.sg

1. Title of Research Project:

2. Investigator(s) [Please include principal investigator/project lead in the first line and interns, if any. All correspondences will be directed to principal investigator/project lead]:

Name	Organisation	email

*** By signing this form, you are subject to the ethical principles as expressed by the Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research, Report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research (1979) and the Singapore Statement of Research Integrity (2010). Approval, if granted, is subject to the continuing adherence to these guidelines.**

3. What is the purpose of this research?

- a) Conference Presentation
- b) Publication
- c) Programme Evaluation
- d) Personal Studies
- e) Collaboration (between DAS & Other individuals/organisations)
- f) Personal Interest

4. Has this research been approved by an existing IRB/Ethics Body?

Yes No

If Yes, which? _____

5. Has approval been sought from line supervisor/ Division Director (applicable only to DAS staff)

Yes No

Name of line supervisor / Division Director: _____

6. Nature of Research:

- a) Archival/Existing Database
- b) Experimental/ Intervention
- c) Questionnaire/Survey
- d) Others

e) If others, please specify: _____	
7. Are there any commercial links to this research? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, specify: _____	
8. Is this research part of requirements for a university qualification? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, specify qualification that will be awarded: _____ Name of University: _____	
9. Will any participant identification details be collected?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Will any part of the procedures be recorded (audio/video/etc...)? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, kindly explain why a video recording is required: _____	
11. Will any required participants be below 21 years of age? (note that parental consent need to be sought for participants below 21) Yes <input type="checkbox"/> No <input type="checkbox"/>	
12. Approximately how many participants are required? a) Students (MLP) _____ (SES/DAI) _____ (Age) _____ (School Level) _____ b) Parents (MLP) _____ (SES/DAI) _____ c) EdTs _____ d) Others _____	
13. Please attach schedule for physical data collection at centres (Please include: Date, Duration & No. of investigators)	
14. How will participants be recruited? _____	
15. Expected duration of research project? (please include in your proposal a timeline for activities) _____	
16. Brief abstract of your research (300 words or less) . The abstract must be self-contained so that it can serve as a succinct and accurate description of the application. You are encouraged to use the the following sections for clarity: (a) Research aim and hypotheses; (b) Methods; (c) Significance of your study. Please use lay terms where possible. If not, technical terms should be explained briefly. Within your abstract, please add a short sentence on how your study can add to current knowledge and/or practice	

17. Ethics Considerations:

Please select YES/NO to the questions below. If you have selected YES to any of the following questions, kindly describe how you intend to address these below:

No.	Ethics	YES	NO
1	Will it be necessary for participants to take part in the study without their knowledge and consent at the time? (eg covert observation of people in non- public places)	<input type="checkbox"/>	<input type="checkbox"/>
2	Will the study involve discussion of sensitive topics? (eg sexual activity, drug use, politics)	<input type="checkbox"/>	<input type="checkbox"/>
3	Are drugs, placebos or other substances (eg food substances, vitamins) to be administered to the study participants, or will the study involve invasive, intrusive or potentially harmful procedures of any kind?	<input type="checkbox"/>	<input type="checkbox"/>
4	Could the study induce psychological stress, discomfort, anxiety or cause harm or negative consequences beyond the risks encountered in normal life?	<input type="checkbox"/>	<input type="checkbox"/>
5	Will the research involve administrative or secure data that requires permission from the appropriate authorities before use?	<input type="checkbox"/>	<input type="checkbox"/>
6	Is there a possibility that the safety of the researcher may be in question? (eg in international research: locally employed research assistants)	<input type="checkbox"/>	<input type="checkbox"/>
7	Does the research involve members of the public in a research capacity (participant research)?	<input type="checkbox"/>	<input type="checkbox"/>
8	Will the research involve respondents to the internet or other visual/vocal methods where respondents may be identified?	<input type="checkbox"/>	<input type="checkbox"/>
9	Will research involve the sharing of data or confidential information beyond the initial consent given?	<input type="checkbox"/>	<input type="checkbox"/>
10	Will financial recompense be offered to participants?	<input type="checkbox"/>	<input type="checkbox"/>

Explanation:

18. Please indicate the following dates (dd/mm/yyyy):

Application Form Submission Date: _____

Completion Date of Research: _____

19. Please attach the following supporting documents with your application:

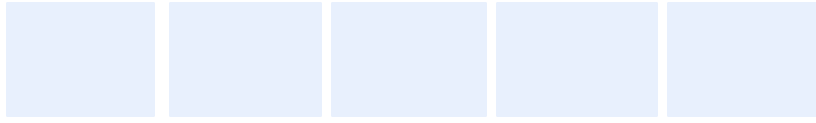
- Research Proposal (Specific aims, background of the research, timeline and methodology and how the research can contribute to the DAS must be evident in the proposal. You may use the above as headings to structure your proposal) – keep it to 2 to 3 pages long.
- Parent and/or Participant Information Sheet
- Participant and/or Parental consent Form
- Investigator(s) CV (not required for DAS staff)
- Questionnaire / Survey Form / List of Questions for Interviews (if applicable)
- Advertisement/brochures to recruit participants (if applicable)

20. I agree that:

- My/Our Research Paper will be accessible to the members of the Dyslexia Association of Singapore/Research Committee
- The raw data (surveys, excel sheet, etc) used for my/our Research Paper will be accessible to the members of the Dyslexia Association of Singapore/Research Committee
- I/We will be submitting my/our paper for Journal (COMPULSORY for DAS Staff)*
- (NON-DAS Staff) I/We will be submitting my/our paper for The Asia Pacific Journal of Developmental Differences (APJDD)*

***Research Committee will inform for which Journal in the Approval Letter**
***APJDD is a Research Journal published by the Dyslexia Association of Singapore**

Signature/s:



Date: _____

For Official Use:

Research Approval is Granted / Not Granted

Paper to be submitted for:

- APJDD
- External Journal (Which Journal? - _____)
- Journal submission declined (NON-DAS Staff)

Date: _____

Remarks: _____

CONFERENCE / WORKSHOP

1. Conference Title & Year: _____																							
2. Local / Overseas? Local <input type="checkbox"/> Overseas <input type="checkbox"/> If Overseas, country & state? _____																							
3. Title of paper: _____																							
4. Is this presentation from an existing research paper? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, which & include the year research was conducted? _____																							
5. Who are/were the people involved in the research? <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Organisation & Division <i>e.g. DAS (MLP)</i></th> <th style="width: 33%;">email</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Name	Organisation & Division <i>e.g. DAS (MLP)</i>	email																		
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6. Who will be presenting at the conference? (<i>Important to note: For every paper presented, DAS will only sponsor 2 staff</i>) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Organisation & Division <i>e.g. DAS (MLP)</i></th> <th style="width: 33%;">email</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Name	Organisation & Division <i>e.g. DAS (MLP)</i>	email																		
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7. Abstract of paper/poster submission to conference 																							

For Official Use:

Conference Submission Accepted YES / NO

Date: _____

Remarks: _____