



DAS Research & Research Presentation Application Form

Check the relevant box/s

- 1. Research Application (complete pages 1-6)
- 2. Conference / Workshop Submission (complete pages 1,7 & 8)

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 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.

The researcher/s, upon request of the Research Committee might be required to produce their NRIC/Passport for verification.

Timeline for research to be approved by the Committee:

- Research Committee will interview the researcher/s (on a case by case basis)
- Following the interview, the Research Committee will review the research/conference application, and revert with feedback 2 - 3 weeks from the date the Research Application form is received and interview.
- 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 in Full | Applicants Signature/s | Date |
|---------------------------|------------------------|------|
| | | |



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Please read these 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 details of the supervisor & principal investigator/project lead in the first & second lines and interns, if any. All correspondences will be directed to principal investigator/project lead]. Please also include the names of those who will be assisting to collect data, testing, interviews, etc (names of anyone who will be visiting the Dyslexia Association of Singapore) Any change to those involved in this research to be informed. Anyone who has NOT been listed in this form will be DENIED access to our staff, parents and children:

| Name as in NRIC/Passport | *NRIC/Passport Number [last 4 characters e.g. S****123X] | Designation e.g. Supervisor or Student | Organisation | Personal & Work email addresses | Mobile Number | Residential Address |
|--------------------------|--|--|--------------|---------------------------------|---------------|---------------------|
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* 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.

* It is imperative we have the researcher/s personal information, if a researcher is going to access confidential student, parent & staff population of the Dyslexia Association of Singapore (DAS), as DAS obtains the personal information of our parents, students and staff.

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

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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 No

If Yes, specify:

8. Is this research part of requirements for a university qualification?

Yes No

If Yes, specify qualification that will be awarded:

Name of University:

9. Will any participant identification details be collected? Yes No

10. Will any part of the procedures be recorded (audio/video/etc...)?

Yes No

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 No

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12. Approximately how many participants are required?

- a) Students (MLP) (No.) _____ (Age) _____ (School Level) _____
- b) Students (SES *indicate the programme – Math, Preschool, Chinese, Science, Drama, P2P, Speech & Language*) (No.) _____ (Age) _____ (School Level) _____
- c) Students (DAI) (No.) _____ (Age) _____ (School Level) _____
- d) No. of Parents (MLP) _____ (SES) _____ (DAI)
- e) No. of EdTs (*Indicate if you require EdTs from MLP, SES or DAI*) _____
- f) Others _____

*MLP – Main Literacy Programme; SES – Specialised Educational Services; DAI – Dyslexia Association International

Links to programme information:

<https://www.das.org.sg/services/about-our-services/our-programmes.html>

<https://dasint.org.sg>

13. Please attach schedule for physical data collection at centres (*Please include: Date, Duration & No. of investigators & those assisting in data collection, testing, interviews, etc as indicated in No. 2*)

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

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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)

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20. Legal Obligation & Non-Disclosure Agreement

I agree that, upon completion of the research, the following will be required:

- My/Our Research Paper will be accessible to the members of the Dyslexia Association of Singapore /Research Committee within 3 months of completion.
- The raw data (surveys, excel sheet, etc) used for my/our Research Paper will be submitted to the members of the Dyslexia Association of Singapore/Research Committee within 3 months of completion. **(COMPULSORY)**
- I/We will be submitting my/our paper for Journal within 6 months of completion. **(COMPULSORY for DAS Staff)***
- (NON-DAS Staff- COMPULSORY)** I/We will be submitting my/our paper for The Asia Pacific Journal of Developmental Differences (APJDD) 6 months of completion. *
- I/ We will not disclose any information to third parties.
- I/ We agree to indemnify the Dyslexia Association of Singapore for any claims, damages, expenses, costs or losses suffered during or as a result of our conduct of the research study/data collection.

**Research Committee will inform for which Journal in the Approval Letter*

**APJDD is a Research Journal published by the Dyslexia Association of Singapore*

Should the above not be adhered to, researcher/s will be legally liable

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 (indicate the title) & 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: 10px;"> <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> </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: 10px;"> <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: