



Section A: Guidelines for Submission of an Application for Support to Non-RUW Researchers

Please check that all information is attached as part of your application package:

- Typed Research Support Application Form with all sections complete.
- Recruitment material.
- Consent Form(s) signed by all participants.
- Investigation material: A final copy of all survey(s), questionnaire(s), interview questions, focus group questions, or other tests used to collect data.
- End of Study Release Agreement.
- After completion, end of study report.

Please submit one copy of this application form and all accompanying material to:

**Office of the Academic Vice-President
Royal University for Women
Gate 366
Muaskar Highway
West Riffa 942
P.O. Box 37400,
Riffa,
Kingdom of Bahrain**

Note: The submission of incomplete application packages shall automatically lead to delay in considering your application.



Section B: Application Form for Support to Non-RUW Researchers

Applicant:

Name:

email:

Telephone:

University of Origin:

Position:

Nature of the research:

Study:

General Information:

Title:

Rationale:

Research item(s) for which RUW support is sought:

Contribution of the study to higher educational knowledge:

Contribution of the study to RUW research fields:

Timeline:

Proposed starting date:

Proposed completion date:

Daily/weekly requested availability slots:

Expected date for submission of the end-of-study report:

Data Collection:

Provide a brief step-by-step description of the procedures used in this study:

List and attach copies of all instruments, such as questionnaires, tests, guides, etc.:

Briefly describe the proposed methods of data analysis:

Sample nature and size:



Number and nature of students requested (i.e. major, level, year):

Number of staff requested (i.e. gender, position, academic/administrative):

In addition to the previous information, do the participants require to hold any specific characteristics?:

Tools requested (i.e. labs, rooms, material):

Identify who will recruit potential participants, and provide a copy of the recruitment material:

Is this research a multi-site study?: Yes N

If yes, provide names and addresses of other institutions involved:

Feedback:

How will debriefing and feedback to the participants and supporting staff be performed?

How will you provide feedback to the students' parents?

What are your plans for publication?

What are the intended use of your results?

Confidentiality and Consent:

Describe the methods of obtaining informed consent from all participants, and attach a copy of the information sheet and consent form. Translation into Arabic might be considered; if so, the latter shall be performed by the researcher.

Are there conditions under which participants' anonymity or data confidentiality cannot be guaranteed? If yes, provide details:

What procedures will be followed by participants wishing to withdraw, either during or after the study?

Indicate how long the collected data will be securely stored, the storage location, and the method to be used for final disposal of data:



Note: RUW expect that the data and research materials will be gathered and handled in a manner consistent with the highest international standards of ethical and scholarly practice. Fraud, falsification of data, and any other form of academic dishonesty will be reported to the appropriate authority.

Risks and Costs:

Will compensation be offered to participants? Yes No

If yes, what will be offered?

Indicate if the participants might experience any of the following risks:

- | | | |
|---|-----|----|
| • Physical, such as contact between men and women | Yes | No |
| • Psychological, such as embarrassment, upsetting, etc. | Yes | No |
| • Social, such as loss of status, reputation, etc. | Yes | No |
| • Religious, such as haram practices | Yes | No |
| • Deception, making answers possibly biased | Yes | No |

For any positive answer to the above list, please explain the risk in detail, and describe your method to avoid or control/manage it:

What are the expected costs of the study?

Who will financially support the related costs?

Researcher's Agreement:

I agree that:

- Information collected as part of this study will not be used for any other purpose than that described in the application without a written authorisation from RUW Office of the Vice-President.
- I will maintain the utmost confidentiality with respect to any personal information on students, instructors, family names, or others obtained through my research.
- All individual identifiers will be destroyed after completion of the data analysis described in the application.
- No individual to whom personal information relates will be contacted directly or indirectly after completion of the research described in the application.
- No RUW board members, managers, instructors, students, or staff will be identified in any report emanating from this research.
- No visual material showing RUW premises will be used or communicated without prior written authorisation from RUW Office of the Vice-President.



- RUW name and logo will not be communicated or used in any way without prior written authorisation from RUW Office of the Vice-President.
- No investigation will be undertaken unless written approval from RUW Office of the Vice-President.
- All study-related costs shall be supported by the researcher and/or his/her institution.

Date and Signature of researcher:

Complete package to be forwarded to RUW Office of the Vice-President for Academic Affairs

Section C: Participant Consent Form

Full title of Project:

Name, position and contact address of Researcher(s):

Please initial box

I confirm that I have been provided with information on the above study and that I have had the opportunity to ask questions.

☐

I understand that my participation is voluntary and that I am free to withdraw at any time, without giving reason.

☐

I agree to take part in the above study.

☐

Please tick box

Yes

No

I agree to be audio recorded

☐☐



I agree to be video recorded

☐☐

I agree to the use of anonymised quotes in publications

☐☐

Name of Participant

Date

Signature

Name of Researcher

Date

Signature

Section D: End of Study-Release Agreement for Non-RUW Researchers

I, undersigned _____, hereby certify that RUW has provided me with the previously agreed support for me to be able to conduct my research, and that, as of today, RUW shall no longer be held liable or responsible for any lack of support concerning my investigation needs.

I also hereby certify that RUW shall not be held responsible for any research failure or quality decrease of my research, the latter remaining under my full responsibility.

Name:

Date:

Signature: