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| **University of Technology, Jamaica**  **University Research Ethics**  **Guidelines** |

1. **Preamble**

The University of Technology, Jamaica, is committed to high standards of research integrity. Researchers in the University should therefore demonstrate integrity, honesty and professionalism in the conduct of their research.

The requirement of academic integrity in research includes areas involving human and animal subjects; handling of data; publications (including the avoidance of plagiarism); conflicts of interest and misuse or misapplication of research funds. Any breach of these requirements will result in the penalties sanctioned by the University Ordinances.

**2.0 Ethical Clearance**

Ethical clearance at the University of Technology (UTech) involves a two-stage process.

*Stage one:* Applications from lecturers and students are sent to the Faculty/College Research Ethics Committee Chair by email on or before closing dates for submission approval. If an application is approved, the Faculty/College Committee recommends to the UTech Research Ethics Committee for a clearance to be issued. If denied, the Faculty/College Committee notifies the UTech Committee on reasons why the application was turned down. The Committee will convey decisions to the applicants with five working days of the meeting.

*Stage Two:* Applications other than those from the lecturers and students are sent to the UTech Research Ethics Committee for a clearance.

Closing dates for submission will be three weeks prior to the meeting of the UTech Research Ethics Committee and will be strictly adhered to. The Committee will convey decisions to the applicants with five working days of the meeting.

**2.1 Types of Research Requiring Approval**

* Human subjects
* Animal participants
* Human remains, cadavers, tissues, biological fluid, embryos or fetus, etc.
* Secondary/archival research
* Online research

**2.2 Levels of Review**

The UTech Research Ethics Committee will review applications under four different levels. Applicants apply for clearance under one of the following levels:

**(a) Full Review** (all research involving human and animal participants and may have greater than minimal risk, research involving new or unfamiliar methodologies, research involving deception, medical or biological issues, etc.)

**(b) Delegated Expedited Review** (research with minimal risks, that may be approves outside a meeting of full UTech Ethics Committee. For example, a researcher doing a replication of a previously approved protocol/study; a researcher conducting a study which involves no more than a minimal risk; etc.)

**(c)** **Delegated Review by Departmental Research Ethics Committees** (research conducted by undergraduate students which involves no more than minimal risk;  **module-based research** or **class projects** done undergraduate students involving the use of research skills, but involves the use of research participants, etc.)

**(d) Executive Review** (this review is done by the UTech Research Ethics Chair only. This involves research projects previously approved, or does not require the use of human participants)

**2.3 Levels of Research**

* **Faculty research** (research conducted by lecturers, and research involving lecturers)
* **Graduate research** (research conducted by postgraduate students, and research involving postgraduate students)
* **Undergraduate research** (research conducted by undergraduate students, and research involving undergraduate students)
* **Administrative research** (research conducted by persons in administration, and research involving the administrative staff)

**2.4 Exemptions to the Review Process**

The following may be exempted from the review process:

* Research based on publicly available data, documents, records, archival materials or third party interviews. However, if the research will conduct interview or survey, then ethics review is required to ensure that ethical requirements are met.
* Research conducted in a public place, such as political rallies public meetings or demonstrations.

**2.5 Appeals of UTech Research Ethics Committee Decisions**

Appeals from a decision of the Faculty or UTech Research Ethics Committee shall be made to the Chair of the University Research Ethics Committee.