GIBS distinguishes between FOUR types of data. Please complete the table for ALL the data types that you plan to gather in a new project.

<table>
<thead>
<tr>
<th>Type of data</th>
<th>Relevant section of form</th>
<th>Attachments (please mark that they are included)</th>
<th>Initial ALL applicable sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMAN:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| A. Pre-existing personal records, e.g. performance reviews | A                         | ☐ Methodology section of proposal  
☐ Permission letter from organisation to use the data                                                                   |                                 |
| B. New data solicited, e.g. interviews or surveys          | B                         | ☐ Methodology section of proposal  
☐ Separate informed consent statement (unless included in the document marked below)  
☐ Interview schedule / questionnaire / proprietary test instrument / description of intervention  
☐ IF proprietary test instrument, letter of permission                                                   |                                 |
| NON-HUMAN:                   |                          |                                                                                                              |                                 |
| C. Public data, e.g. World Bank or other databases         | C                         | ☐ Methodology section of proposal  
☐ Permission letter from organisation to use the data                                                                   |                                 |
| D. Private/ Organisation-specific non-human data, e.g. financial statements of private companies | D                         | ☐ Methodology section of proposal  
☐ Permission letter from organisation to use the data                                                                   |                                 |

- Complete all sections relevant to your research.  
- ALL researchers of new projects must complete Sections E and F.  
- Use the separate page at the end of this document for research that is based on MBA work
A. PRE-EXISTING RECORDS OF HUMAN SUBJECTS

1. Specify the nature of records and how they will be used.

2. Confirm that permission has been obtained to study and report on these records.
   - I confirm.
   - Remember to attach permission letter(s).

3. Provide the name and job title of the person in the organisation who has authorised the use of the records.

4. How will confidentiality and/or anonymity be assured? (Mark all that apply).
   - No names will be recorded
   - No names will be requested
   - Data will be stored without identifiers
   - Only aggregated information will be provided
   - Other. Please specify
B. NEW DATA OBTAINED FROM HUMAN SUBJECTS

5. If subjects are to be recruited, please confirm that no inducement is to be offered.
   ☐ I confirm

6. Mark the applicable box(es) to identify the proposed procedure(s) to be carried out to obtain data.
   ☐ Interview schedule (Attach if applicable)
   ☐ Questionnaire (Attach if applicable)
   ☐ Pre-existing proprietary test instrument, e.g. MBTI (Attach)
     IF a pre-existing proprietary test instrument is used, confirm that permission has been obtained to use it.
     ☐ I confirm
     Remember to attach permission letter(s).
   ☐ Intervention, e.g. training (Describe)

7. Confirm that the data gathering is accompanied by a consent statement.
   ☐ I confirm

8. Where is the consent statement found?
   ☐ As part of the data gathering document, e.g. in the introduction of the questionnaire.
   ☐ As a separate document. Remember to attach.

9. Is there is risk that the researcher is not competent in (one of) the language(s) subjects use to communicate?
   ☐ Yes, there is a risk
   ☐ No, there is not a risk
   IF yes, how will the subjects’ full comprehension of the content of the research, including giving consent, be ensured? Please specify.

10. Do subjects risk possible harm or disadvantage (e.g. financial, legal, social) by participating in the research?
    ☐ No
    ☐ Yes.
    IF yes, explain what types of risk and what is done to minimise and mitigate those risks.

11. Are there any aspects of the research about which subjects are not to be informed?
    ☐ No
    ☐ Yes.
    IF yes, explain why, and how subjects will be debriefed.
12. How will confidentiality and/or anonymity be assured?  
☐ No names will be recorded  
☐ No names will be requested  
☐ Data will be stored without identifiers  
☐ Only aggregated information will be provided  
☐ Other. Please specify
C. PUBLIC NON-HUMAN DATA

13. Specify the nature of records to be used: How they will be selected, sourced and used.

D. PRIVATE DOMAIN / COMPANY-SPECIFIC NON-HUMAN DATA

14. Specify the nature of records (e.g. marketing reports or safety records) and how they will be used.

15. Confirm that permission has been obtained to study and report on these records.
   - I confirm.
   - Remember to attach permission letter(s).

16. Provide the name and job title of the person in the organisation who has authorised the use of the records.

17. Do companies risk possible harm or disadvantage (e.g. financial, legal, social) by participating in the research?
   - No
   - Yes. Explain what types of risk and what is done to minimise and mitigate those risks.

18. How will confidentiality and/or anonymity be assured?
   - All company-specific details will be removed
   - Data will be stored without identifiers
   - Only aggregated information will be provided
   - Other. Please specify

19. If the company is named, an embargo form that will delay public release of the research by 2 years can be signed by the researcher upon handing in the thesis. Confirm that you are aware of that option to protect company details, and that you are aware that the responsibility for signing such a form lies with the researcher, not GIBS.
   - I confirm.
E. TO BE COMPLETED BY ALL RESEARCHERS

20. In what format will the data be stored? Mark all that apply.
   □ Physically
   □ Electronically
   □ Other. Please explain.

21. Confirm that the data will be stored for a minimum period of 10 years.
   □ I confirm.

22. It is a goal of GIBS to make research available as broadly as possible. Mark the boxes below for the medium/media in which you do NOT wish results to be made available.

   Academic dissemination         Popular dissemination
   □ Research report             □ TV / radio
   □ Scientific article          □ Podcast
   □ Conference paper            □ Lay article
   □                                 □ Book

23. Confirm that the consent obtained is aligned with the extent of dissemination. E.g. consent if you are planning to use the research to launch a consulting career will be more comprehensive than in the case of research that is intended only for a scientific audience.
   □ I confirm

24. IF you wish to describe any other information which may be of value to the committee in reviewing your application, please attach a separate sheet.

F. APPROVALS

RESEARCHER/APPLICANT 1:
25. I affirm that all relevant information has been provided and that all statements made are correct.
   Name in capital letters: ______________________________________
   Signature: ______________________________________
   Date: ______________________________________

RESEARCHER/APPLICANT 2:
26. I affirm that all relevant information has been provided and that all statements made are correct.
   Name in capital letters: ______________________________________
   Signature: ______________________________________
   Date: ______________________________________

RESEARCHER/APPLICANT 3:
27. I affirm that all relevant information has been provided and that all statements made are correct.
   Name in capital letters: ______________________________________
   Signature: ______________________________________
   Date: ______________________________________
28. I am of the opinion that the proposed research project is ethically acceptable.

Name in capital letters: ______________________________________

Signature: ______________________________________

Date: ______________________________________
FACULTY APPLICATION FOR ETHICAL CLEARANCE

Please attach the completed and approved ethics form from the student’s ethics clearance process.

Confirm that the proposed research is based on the empirical work outlined in the student’s ethics application, and that no additional data has subsequently been gathered.

☐ I confirm

IF any additional data will be gathered, you are expected to complete the standard faculty ethics clearance process.

APPROVALS

GIBS STUDY SUPERVISOR:
29. I affirm that all relevant information has been provided and that all statements made are correct.

I also affirm that the student is aware that his/her MBA research is being published and will be recognised as a co-author.

Name in capital letters: ________________________________
Signature: ________________________________
Date: ________________________________
OTHER GIBS RESEARCHER:
30. I affirm that all relevant information has been provided and that all statements made are correct.

I also affirm that the student is aware that his/her MBA research is being published and will be recognised as a co-author.

Name in capital letters: ______________________________________
Signature: ______________________________________
Date: ______________________________________

GIBS RESEARCH ETHICS COMMITTEE:
31. I am of the opinion that the proposed research project is ethically acceptable.

Name in capital letters: ______________________________________
Signature: ______________________________________
Date: ______________________________________