



UNIVERSITY OF
EDUCATION, WINNEBA

Guide to Application For Ethical Clearance

SCHOOL OF GRADUATE STUDIES, UEW

GUIDE TO APPLICATION FOR ETHICAL CLEARANCE

Applicants are to :

Complete the form and submit via ethicalreview@uew.edu.gh

The downloaded document has four sections, and technically, it is filled with questions that the applicant must answer according to his or her circumstances.

EXPLANATION:

- **Section A** solicits the applicant's background information. Under this are background-related questions, and all an applicant has to do is type his/her responses to the questions asked.
- **Section B** is the synopsis, which should not exceed 15 pages. Applicants are advised to use the downloaded document as a guide for what to do in this section.
- **Section C** is a consent form. Under this section, there are questions requiring the applicant to respond by typing or ticking the options that suit his or her research. Again, if you are confused about how to answer, the downloaded document will serve as a guide, since it has explanations beneath each question to enhance understanding. Applicants are advised to delete the explanations in the proforma from their application.
- **Section D** is a checklist. As the name denotes, the applicant must check from the list of options that suit his or her research.

Important Things to Note (Non-Negotiable Terms)

- **Arrangement of application**
 - Applicants' application should be arranged as follows:
 1. An introductory letter from applicant's HOD on the Department's letterhead.
 2. Applicants' application letter.
 3. Section A.
 4. Section B.
 5. Section C.
 6. Section D.
 7. Applicants' C.V.

Applicants must ensure that their supervisor completes and signs the designated section of the application form. Specifically, the signature should be provided in the allocated portion on **Page 10, Section D**

Sending of Soft Copy (Also Non-Negotiable)

- Scan the entire application form in the prescribed order and send it to **ethicalreview@uew.edu.gh**.
- The scanned file should have the applicant's name as the file name.
- Applicants are advised to send their soft copies using their own email and not delegate this task. This ensures the IERB Secretariat can engage the applicant directly via email if necessary.
- The soft copy should be sent in **PDF and Word formats**.
- It must be a **composite document consolidating the letters, Sections A–D, and the C.V. in the prescribed order**.

NB:

Applicants are to double-check that their names, research topics, contact numbers, and e-mail addresses are rightly stated in all the pages they appear.

There should be no inconsistencies in the research topic throughout the application.

- **Paid applicants are to attach proof of payment and use their names as the reference.**

Note: Applicants are to apply immediately their proposals are approved.