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ชื่อเรื่อง (Title): IC KM on Research Ethics

โดย คณะกรรมการการจัดการความรู้ คณะ/หน่วยงาน

(By KM Committee of) International College

มหาวิทยาลัยพายัพ (Payap University)

ปีการศึกษา (Academic Year): 2563 (2019)

## คำนำ (Preface)

This report aims to provide brief summary on the knowledge management of International College on research aspect. In the Academic Year 2019, the knowledge sharing among the faculty members of International College was mainly on research ethics, an important new issue, which all faculty members and researchers of the University need to know and follow very strictly. It should be noted that all documents related to research ethics shared in this report are part of the research ethics requirements of the University.

คณะกรรมการการจัดการความรู้ คณะ/หน่วยงาน (KM Committee) International College,  
มหาวิทยาลัยพายัพ (Payap University)  
May 2020

## สรุปองค์ความรู้ที่ได้ (Knowledge Summary)

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Since there is a new regulation of the University for the research ethics approval, knowledge and information regarding the research ethics was shared among the faculty members and the graduate students. The following knowledge was shared among the participants.

- Overview on the research ethics
- General questions which need to be concerned:
  - What is ethical research?
  - What can be researched?
  - Who decides what's ethical?
  - Who owns the research outcomes?
- The ethics of research using human participants
- Principles and guidelines for ethical research
- Payap University Requirements for Research Ethics Approval
- Standard Operating Procedures: SOPs (Payap University)
- Plan/Procedure of research documents submission for research ethics approval, Payap University
- Payap University Research Ethics Forms

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## บทนำ (Introduction)

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There are currently 41 full-time faculty members of International College. One of the requirements for full-time faculty members to be qualified is to do have publications to comply with the Ministry of Education Standard Criteria B.E. 2558 (Undergraduate Program & Graduate Program). Furthermore, doing research is one of the workload requirements of all full-time faculty members.

In International College, there are two graduate programs, i.e. Linguistics Program and Teaching English to Speakers of Other Languages (TESOL) Program. The students studying in these two programs must have their theses or part of their theses published in qualified national or international journals or in peer-reviewed conference proceedings as part of the graduation requirements.

Currently, research ethics has become a new issue that all faculty members and graduate students have to be aware of, i.e. they must have their research project and instruments approved by the research ethics committee before they can conduct their research projects. Therefore, it has been planned by the Knowledge Management Committee of International College to provide the training for all faculty members and graduate students on this aspect under the project entitled “*IC02: New IC Faculty Training and KM for the Process of Research Ethics Approval*” in which the following three objectives were covered, 1) To provide information for new instructors, 2) To help new instructors adjust to their situation as employee, a professional college and a community member, and 3) To raise awareness and provide information about Process of Research Ethics Approval. According to the report of the project, a total of 41 faculty members and graduate students attended the project, i.e. 18 faculty members (all 3 new faculty members & 15 other faculty members), and 23 graduate students. In conclusion, 83.88% of all faculty members & graduate students attend this project.

## แรงบันดาลใจ/สถานการณ์ปัญหา (Inspiration/Situation)

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As a matter of fact that the University has required all faculty members, researchers, and graduate students to have their research project approved by the Research Ethics Committee before they can conduct their research project and this requirement has been applied starting from Semester 1 of Academic Year 2019 onward, this requirement has been new for all faculty members and graduate levels. In addition, the procedure of ethics approval was still unclear.

Furthermore, it is said that for any research projects which have been approved and/or the contract has been signed before December 21, 2561 (2018), i.e. the date that the regulation on Ethics Approval has been effective, their research projects do not need to be submitted for Research Ethics Approval. However, if the data collection of any of those projects have not been started yet, it is highly recommended for the Heads of the project to submit their projects for Ethics Approval. (This is also applicable for thesis/IS students.)

The Office of Academic Affairs and Research in cooperation with the Office or Research and Academic Service provided held the training on Research Ethics on Tuesday, October 15, 2562 (2019), 1:00 – 4:00 p.m. All Research Ethics Committee Members and Additional Members were required to attend the training. The IC Vice Dean was one of the additional members and she attended that training.

Later on, the International College set up the training for all faculty members and graduate students and sharing knowledge in research ethics was one of the issues covered in the training project.

## แผนการจัดการความรู้ (Knowledge Management Plan)

### แบบฟอร์มแผนการจัดการความรู้ (KM Action Plan)

แผนการจัดการความรู้ (KM Action Plan) : กระบวนการจัดการความรู้ (KM Process)								
ชื่อหน่วยงาน (Name of Faculty/College/Unit): International College								
ประเด็น KM: Research Ethics								
เป้าหมาย KM (Desired State) : To support research, academic affairs and Culture preservation								
การวัดผล (Evaluation) : Level of participants' satisfaction of at least 3.51. Post-test scores of at least 70%.								
ลำดับ (No.)	กิจกรรม (Activities)	วิธีการสู่ ความสำเร็จ (Ways to Success)	ระยะเวลา (Duration)	ตัวชี้วัด (Indicator)	เป้าหมาย (Goal)	กลุ่ม เป้าหมาย (Target Groups)	ผู้รับผิดชอบ (Responsible Persons)	สถานะ (Status)
1	การบ่งชี้ความรู้ (Indication of knowledge)	- The IC KM committee was appointed.  - The agenda KM was included in the IC Administrative Committee meetings.	Semester 1/2019  (International College Administrative Meeting Agenda 13/2019 Wednesday, 10 <sup>th</sup> October 2019, 01:00 – 03:30 p.m., Room 103/2, Agenda 10 Results of survey on Knowledge Management (KM) topics on “Teaching” and “Research” and Discussion on selected topics for AY2019)	- KM plan  - Survey for KM topics	Summary of possible topics for KM	All IC faculty member s	IC Vice Dean and IC KM Committee	<input type="checkbox"/> ยัง ไม่ได้ ดำเนินการ (not yet impleme nted)  <input type="checkbox"/> อยู่ ระหว่าง การ ดำเนินการ (in progress)  <input checked="" type="checkbox"/> ดำเนินการ แล้ว (already done)
2	การสร้างและ แสวงหาความรู้	IC KM Committee	Semester 1/2019	KM topic on	KM topic on	All IC faculty	Aj. Ladda Pattarawarapan	<input type="checkbox"/> ยัง ไม่ได้

แผนการจัดการความรู้ (KM Action Plan) : กระบวนการจัดการความรู้ (KM Process)								
ชื่อหน่วยงาน (Name of Faculty/College/Unit): International College								
ประเด็น KM: Research Ethics								
เป้าหมาย KM (Desired State) : To support research, academic affairs and Culture preservation								
การวัดผล (Evaluation) : Level of participants' satisfaction of at least 3.51. Post-test scores of at least 70%.								
ลำดับ (No.)	กิจกรรม (Activities)	วิธีการสู่ความสำเร็จ (Ways to Success)	ระยะเวลา (Duration)	ตัวชี้วัด (Indicator)	เป้าหมาย (Goal)	กลุ่มเป้าหมาย (Target Groups)	ผู้รับผิดชอบ (Responsible Persons)	สถานะ (Status)
	(Creation and searching for knowledge)	together with IC Administrative Committee had discussion in the IC Administrative Committee on the KM on research.	(International College Administrative Meeting Minutes 14/2019 Wednesday, 6 <sup>th</sup> November 2019, 10.00 a.m.–12:00, noon, Room 103/2, Agenda 4: Approval of 2,100 Baht for New IC Faculty Training and KM for the Process of Research Ethics Approval on Wednesday, 20 <sup>th</sup> November 2019 by Aj. Ladda Pattarawarapan)	research was finalized.	research ethics was selected.	members and graduate students of IC.	and IC KM Committee	ดำเนินการ (not yet implemented) <input type="checkbox"/> อยู่ระหว่างดำเนินการ (in progress) <input checked="" type="checkbox"/> ดำเนินการแล้ว (already done)
3	การจัดความรู้ให้เป็นระบบ (Systemization of knowledge)	KM project on research ethics was conducted as part of the IC faculty	Wednesday November 20, 2019, 11:00-11:30	Research Ethics: An Overview on	Knowledge on research ethics was shared. Some	All IC faculty members and graduate	Aj. Ladda Pattarawarapan and IC KM Committee	<input type="checkbox"/> ยังไม่ได้ดำเนินการ (not yet



แผนการจัดการความรู้ (KM Action Plan) : กระบวนการจัดการความรู้ (KM Process)								
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ประเด็น KM: Research Ethics								
เป้าหมาย KM (Desired State) : To support research, academic affairs and Culture preservation								
การวัดผล (Evaluation) : Level of participants' satisfaction of at least 3.51. Post-test scores of at least 70%.								
ลำดับ (No.)	กิจกรรม (Activities)	วิธีการสู่ความสำเร็จ (Ways to Success)	ระยะเวลา (Duration)	ตัวชี้วัด (Indicator)	เป้าหมาย (Goal)	กลุ่มเป้าหมาย (Target Groups)	ผู้รับผิดชอบ (Responsible Persons)	สถานะ (Status)
		members training.		Procedure and Forms	discussions were made.	students of IC.		impleme nted) <input type="checkbox"/> อยู่ระหว่าง การ ดำเนินการ (in progress) <input checked="" type="checkbox"/> ดำเนินการ แล้ว (already done)
4	การประมวล และกลั่นกรอง ความรู้ (Knowledge processing and reviewing)	The report form of the project was submitted to IC.	Semester 2/2019	Knowledg e on research ethics approval procedure of PYU and research ethics forms	Procedure s on PYU research ethics approval and research ethics forms were shared.	All IC faculty member s and graduate students of IC.	Aj. Ladda Pattarawarapa n and Asst. Prof. Dr. Phinnarat Akhawatthanak un	<input type="checkbox"/> ยัง ไม่ได้ ดำเนินการ (not yet impleme nted) <input type="checkbox"/> อยู่ระหว่าง การ ดำเนินการ (in progress) <input checked="" type="checkbox"/> ดำเนินการ แล้ว

แผนการจัดการความรู้ (KM Action Plan) : กระบวนการจัดการความรู้ (KM Process)								
ชื่อหน่วยงาน (Name of Faculty/College/Unit): International College								
ประเด็น KM: Research Ethics								
เป้าหมาย KM (Desired State) : To support research, academic affairs and Culture preservation								
การวัดผล (Evaluation) : Level of participants' satisfaction of at least 3.51. Post-test scores of at least 70%.								
ลำดับ (No.)	กิจกรรม (Activities)	วิธีการสู่ ความสำเร็จ (Ways to Success)	ระยะเวลา (Duration)	ตัวชี้วัด (Indicator)	เป้าหมาย (Goal)	กลุ่ม เป้าหมาย (Target Groups)	ผู้รับผิดชอบ (Responsible Persons)	สถานะ (Status)
								(already done)
5	การเข้าถึง ความรู้ (Knowledge access)	Documents from KM sharing activity were shared via e-mail.	Semester 2/2019	Knowledg e on research ethics approval procedure of PYU and research ethics forms	Procedure s on PYU research ethics approval and research ethics forms were shared.	All IC faculty member s and graduate students of IC.	Aj. Ladda Pattarawarapa n and Asst. Prof. Dr. Phinnarat Akhawatthanak un	<input type="checkbox"/> ยัง ไม่ได้ ดำเนินการ (not yet impleme nted) <input type="checkbox"/> อยู่ ระหว่าง การ ดำเนินการ (in progress) <input checked="" type="checkbox"/> ดำเนินการ แล้ว (already done)
6	การแบ่งปัน แลกเปลี่ยน ความรู้ (Knowledge sharing)	Faculty members and graduate students who were working on research project	Semester 2/2019	Knowledg e on research ethics approval procedure of PYU	Procedure s on PYU research ethics approval and research	All IC faculty members and graduate students of IC.	Aj. Ladda Pattarawarapa n and Asst. Prof. Dr. Phinnarat Akhawatthanak	<input type="checkbox"/> ยัง ไม่ได้ ดำเนินการ (not yet impleme nted)

แผนการจัดการความรู้ (KM Action Plan) : กระบวนการจัดการความรู้ (KM Process)								
ชื่อหน่วยงาน (Name of Faculty/College/Unit): International College								
ประเด็น KM: Research Ethics								
เป้าหมาย KM (Desired State) : To support research, academic affairs and Culture preservation								
การวัดผล (Evaluation) : Level of participants' satisfaction of at least 3.51. Post-test scores of at least 70%.								
ลำดับ (No.)	กิจกรรม (Activities)	วิธีการสู่ ความสำเร็จ (Ways to Success)	ระยะเวลา (Duration)	ตัวชี้วัด (Indicator)	เป้าหมาย (Goal)	กลุ่ม เป้าหมาย (Target Groups)	ผู้รับผิดชอบ (Responsible Persons)	สถานะ (Status)
		proposals/theses proposals contacted any faculty members who attend the KM activity or contacted IC Vice Dean for more clarification on research ethics procedure & forms. The meetings could be done in person and/or via e-mail messages.		and research ethics forms	ethics forms were shared.		un, and IC KM Committee	<input type="checkbox"/> อยู่ระหว่างดำเนินการ (in progress) <input checked="" type="checkbox"/> ดำเนินการแล้ว (already done)
7	การเรียนรู้ (Learning)	Two faculty members of IC and some graduate students applied knowledge from the KM on research ethics project	Semester 2/2019	Two faculty members of IC and some graduate students applied knowledge from the	Research ethics forms	All IC faculty members and graduate students of IC.	Aj. Ladda Pattarawarapan and Asst. Prof. Dr. Phinnarat Akhawatthanakun, and IC KM Committee	<input type="checkbox"/> ยังไม่ได้ดำเนินการ (not yet implemented) <input type="checkbox"/> อยู่ระหว่างดำเนินการ

แผนการจัดการความรู้ (KM Action Plan) : กระบวนการจัดการความรู้ (KM Process)								
ชื่อหน่วยงาน (Name of Faculty/College/Unit): International College								
ประเด็น KM: Research Ethics								
เป้าหมาย KM (Desired State) : To support research, academic affairs and Culture preservation								
การวัดผล (Evaluation) : Level of participants' satisfaction of at least 3.51. Post-test scores of at least 70%.								
ลำดับ (No.)	กิจกรรม (Activities)	วิธีการสู่ ความสำเร็จ (Ways to Success)	ระยะเวลา (Duration)	ตัวชี้วัด (Indicator)	เป้าหมาย (Goal)	กลุ่ม เป้าหมาย (Target Groups)	ผู้รับผิดชอบ (Responsible Persons)	สถานะ (Status)
		to work on their research projects/proposals as well as the research ethics forms.		KM on research ethics project to work on their research projects/proposals as well as the research ethics forms.				(in progress) <input checked="" type="checkbox"/> ดำเนินการแล้ว (already done)
ผู้อนุมัติ (Approver) : Asst. Prof. Dr. Seung Hwan Kang (หัวหน้าหน่วยงาน Dean/Head of Unit)								

## คณะกรรมการดำเนินการ (IC KM Committee)

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- |                                                |             |
|------------------------------------------------|-------------|
| 1. Asst. Prof. Dr. Seung Hwan Kang             | Advisory    |
| 2. Aj. Ladda Pattarawarapan                    | Chairperson |
| 3. Asst. Prof. Dr. Phinnarat Akharawatthanakun | Member      |
| 4. Dr. Stephen Doty                            | Member      |
| 5. Asst. Prof. Dr. Sonporn Sirikhan            | Member      |
| 6. Aj. Chanvit Jatuprayoon                     | Member      |
| 7. Dr. Jira Yammeesri                          | Member      |
| 8. Dr. Khukrit Osathanunkul                    | Member      |
| 9. Dr. Michael J. Day                          | Member      |

## การถอดบทเรียนและสังเคราะห์ความรู้ (Lesson Learned & Knowledge Synthesis)

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### I. Research Ethics: Plan/Procedure of Research Documents Submission for Research Ethics Approval, Payap University (shared on September 23, 2019)

IC Vice Dean shared information on the University requirement on research ethics approval to all IC faculty members via the Summary of PYU Graduate Studies Committee Meeting Minutes 3/2562 (2019) which was on Thursday, September 19, 2019, 4:00–5:20 p.m.

The following information was shared.

Assoc. Prof. Anake Chitkesorn, Director of the Office of Research and Academic Service, gave information that the University Order for appointing the PYU Research Ethics Committee was issued on September 3, 2019. More updates on the process of Research Ethics Approval are provided below.

\*\*Also refer to a message sent via e-mail from IC Vice Dean to all IC faculty members on September 19, 2019. The same information is repeated below.

- **Proposal Defense must be done first:**
  - *For faculty members:* The research proposal which includes all research materials, tools, questionnaires, etc. must pass the defense first and the revision must be made based on the reviewers' comments and suggestions. (This is part of the research project approval process based on the Research Office regulations.)
  - *For thesis/IS students:* The thesis/IS proposal which includes all research materials, tools, questionnaires, etc. must pass the defense first and the revision must be made based on the thesis committee's comments and suggestions.
- **Submission of the revised proposal:**
  - *For faculty members:* The revised research proposal which includes all research materials, tools, questionnaires, etc. must be submitted to the Research Office.

*For thesis/IS students:* The revised thesis/IS proposal which includes all research materials, tools, questionnaires, etc. must be submitted to the Research Office.

The following notes were provided.

- The Research Ethics Approval will be effective, starting from Semester 1/2562 (2019).
- See **Appendix D** for the Plan/Procedure of Research Documents Submission for Research Ethics Approval, Payap University.
- In the first year, there will be no fee for Research Ethics Approval. In the next year the fee will be charged.
- The Research Ethics Committee will review only the research proposals and documents classified in the “Exemption” and “Expedited” only. As for the “Full Board” category, it must be submitted to the Research Ethics Committee outside Payap University.

**Appendix D: Plan/Procedure of Research Documents Submission for Research Ethics Approval, Payap University**

	Procedure	Week of the Month			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
1.	Researcher submits the research proposal together with other related documents to the Office of Research and Academic Service	Within Wednesday			
2.	<p>Research proposals will be checked and classified.</p> <p>2.1 The officer(s) will check the completeness of the following documents:</p> <ol style="list-style-type: none"> <li>1) Research proposal,</li> <li>2) Document describing information on the participants of the research project,</li> <li>3) Consent form(s),</li> <li>4) Research instruments which will be used for data collection,</li> <li>5) Researcher’s biography.</li> </ol> <p>2.2 Research proposal classification by the Chairperson/Committee based on the following categories:</p> <ul style="list-style-type: none"> <li>- Exemption,</li> <li>- Expedited,</li> <li>- Full Board.</li> </ul>	Within Friday			

	Procedure	Week of the Month			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
3.	If the documents are not complete or not all documents are submitted, the officer will contact the researcher to submit all documents for the committee to check and review.		Within Friday		
4.	The Research Ethics Committee of PYU have the meeting for reviewing the research proposals, research instruments, and other documents only in the “Exemption” and “Expedited” categories.			Within Wednesday	
5.	The officer informs the approval result to the researcher. 5.1 In the case of no revision is needed. 5.2 If the revision is needed, the researcher must revise and resubmit the documents to the Office of Research and Academic Service within Monday of the following week.			Within Friday	
6.	The Research Ethics Committee of PYU review/consider the revised research proposals, research instruments, and other documents only in the “Exemption” and “Expedited” categories. (In revision case.)				Within Wednesday
7.	The officer informs the approval result to the researcher. (In revision case.)				Within Friday

## II. Research Ethics: Documents & Forms for Research Ethics Approval (shared on October 14, 2019)

IC Vice Dean shared information on Research Ethics: *Documents & Forms for Research Ethics Approval* to all IC faculty members via the Summary of PYU Academic Committee Meeting Minutes 10/2562 (2019) which was on Thursday, October 10, 2019, 1:00 – 3:40 p.m.

The following information was shared.

Assoc. Prof. Anake Chitkesorn, Director of the Office of Research and Academic Service, who is the Chairperson of the PYU Research Ethics Committee shared the following updates.

- The drafts of documents and forms for Research Ethics Approval have already been finished.



- The list of the documents and forms are in the following table.

1	MEMORANDUM to the Chairperson of the Research Ethics Committee, Payap University (Subject: Submission of research project for consideration by the Research Ethics Committee, Payap University)
2	AF 07-01 Document Completeness Checklist, Submitted for Consideration by the Research Ethics Committee
3	AF 07-02: Submission Form for Ethical Review
4	AF 07-03: Participant Information Sheet
5	AF 07-04: Informed Consent Form
6	Biography of the main researcher
7	Biography of the co-researcher

All of documents and forms are in Thai and I have just finished translating them into English. All translated documents were already sent to Asst. Prof. Dr. Jitnatee Ritchie, the Assistant to the VP, to send to a native speaker to check English. After the final revision of the English version, the documents and forms (in Thai and English) will be officially released by the Office of Research Ethics.

The following notes were provided.

- For any research projects which have been approved and/or the contract has been signed before December 21, 2561 (2018), i.e. the date that the regulation on Ethics Approval has been effective, their research projects do not need to be submitted for Research Ethics Approval. However, if the data collection of any of those projects have not been started yet, it is highly recommended for the Heads of the project to submit their projects for Ethics Approval. (This is also applicable for thesis/IS students.)
- There will be the training on Research Ethics on Tuesday, October 15, 2562 (2019), 1:00 – 4:00 p.m. All Research Ethics Committee Members and Additional Members are required to attend the training.

- For IC, Asst. Prof. Dr. Sonporn Sirikhan and Asst. Prof. Dr. Phinnarat Akharawatthanakun are representatives of IC to be the additional committee members of PYU Research Ethics Committee and will also have to attend this training.

Since Asst. Prof. Dr. Sonporn is on vacation leave, she will have to attend the training next time.

### III. Results of survey on Knowledge Management (KM) topics on “Teaching” and “Research” and Discussion on selected topics for AY2019

It was shared and reported in the International College Administrative Meeting Agenda 13/2019 Wednesday, 10<sup>th</sup> October 2019, 01:00 – 03:30 p.m., Room 103/2, Agenda 10 Results of survey on Knowledge Management (KM) topics on “Teaching” and “Research” and Discussion on selected topics for AY2019.

The following information was shared.

- The IC Vice Dean shared the result of the survey on Knowledge Management (KM) topics on “Teaching” and “Research” which was done on 11<sup>th</sup> September 2019.
- The tentative topic for KM in teaching for AY2019 is “*Preparing & conducting short courses/certificate courses*” or “*Preparing & conducting online courses*”.
- The tentative topic for KM in research for AY2019 is “*Publication in peer-reviewed journals*”.
- There will be the KM meetings related to those two topics in the next semester. Then, before the end of the semester, the guest speakers will be invited to share knowledge on those two topics.
- Further information will be given later.

## Summary of the Topics on

## Knowledge Management of International College (KM-IC), AY2019

Based on the Survey in the International College Faculty Member Meeting (September 11, 2019)

**Background:** Part of the requirements of Payap University for each faculty/college related to Knowledge Management (KM) is that each faculty/college must have KM activities among faculty members, at least for “Teaching” and “Research”. This is a survey form for KM topics which are interesting for IC faculty members. IC KM Committee will choose the most interesting topic(s) for “Teaching” and “Research” and consider conducting KM activities for faculty members based on those topics in AY2019.

1. Number of faculty members from each program attending and submitting the survey forms.

2	IBM	5	HIM	2	IT	2	EC
3	TESOL	4	Linguistics	0	Peacebuilding	1	Coordinator of AA and GE

.2Number of IC faculty members who are interested in the topic(s) for KM? (Note: Each faculty member can choose more than one topic.)

Number of faculty members	Topics in KM in “Teaching”	Number of faculty members	Topics in KM in “Research”
4	Preparing & conducting online courses	8	Writing research proposal & Applying for research funding (from PYU and outside PYU)
6	Preparing & conducting short courses/certificate courses	8	Writing research article and/or academic article
5	Innovation & teaching	9	Publication in peer-reviewed journals
5	Teaching & Learning in multicultural classrooms	5	Research in interdisciplinary/ multidisciplinary fields
5	Others (Please specify.) - I love my job. - Teaching outside classroom. - Modern teaching equipments. - LEARN Journal: Language Educational Acquisition Research Network (contact Dr. Sonporn, TESOL, if we are interested in). - Developing “Future” soft skills through the use of “Gamification”. - Dr. Michael: I am a qualified teacher & have external experts in online learning.	4	Others (Please specify.) - Sharing information of institutes & organizations to apply for “research grants”. - Dr. Sonporn suggested her friend from Thammasat University. Now the Journal of LEARN is listed on TCI 1. He is one of the committee board. He is the BEST as he has been invited from many universities to share ideas how the paper will be accepted. - Ethical concerning in conducting research (Thai setting) - How to apply for academic rank.

Number of faculty members	Topics in KM in “ <i>Teaching</i> ”	Number of faculty members	Topics in KM in “ <i>Research</i> ”
	Feel free to ask me to develop CPD training. - Creating a student centered learning environment in the traditional classroom.		

**Remark:** Concerning the KM topic on research, even though the majority of faculty members seemed to be interested in publication in peer-reviewed journals, writing research proposal & applying for research funding (from PYU and outside PYU), and writing research article and/or academic article, respectively. The IC KM Committee decided to focus on the research ethics which has been a very important issue for faculty members and graduate students to understand clearly before they conduct their research projects/theses. As for the topic on publication in peer-reviewed journals as well as the topic on writing research article and/or academic article, it was shared in some meetings in Academic Year 2018.

## ภาคผนวก (Appendices)

### Appendix A: Project/Activity Proposal, AY2562 (2019)



Project/Activity Proposal, AY2562 (2019)

1. Faculty/College: The International College
2. Project/ Activity name: IC02: New IC Faculty Training and KM for the Process of Research Ethics Approval
3. Responsible person: Ajarn Ladda Pattarawarapan

	Name – Last Name		Workload (workload/week)
1	Ajarn Ladda Pattarawarapan	Head of Project	3 hours per week
2	Asst. Prof. Dr. Phinnarat Akharawatthanakun	Committee	-
4	Asst. Prof. Dr. Seung Hwan Kang	Advisor	-

4. To be consistent with the Strategic Plan of College/University:

ประเด็นยุทธศาสตร์ที่ Strategic Issue	2 Development: transform to be a community knowledge resource OR enhance understanding of cultural preservation, teaching innovation research, academic services.
เป้าประสงค์ Goal	1.To support research, academic affairs and Culture preservation
กลยุทธ์มหาวิทยาลัย University Strategy	2.1 To enhance and support research, academic affairs and Culture preservation
ตัวชี้วัดแผนกลยุทธ์ มหาวิทยาลัย/คณะวิชา University Strategic KPI	2.1 percentage of programs which compromise teaching and research OR research and academic service OR teaching and cultural preservation

5. Type of project/ activity:

<input type="checkbox"/>	Cultural conservative plan	<input checked="" type="checkbox"/>	Academic service plan
<input checked="" type="checkbox"/>	Knowledge management plan	<input checked="" type="checkbox"/>	Research plan
<input checked="" type="checkbox"/>	QA plan	<input checked="" type="checkbox"/>	HR enhancement plan
<input checked="" type="checkbox"/>	Risk Management plan		
<input type="checkbox"/>	Student development plan (เลือกได้มากกว่า 1ประเภท)		
<input checked="" type="checkbox"/>	Ethics	<input checked="" type="checkbox"/>	Academic
<input checked="" type="checkbox"/>	Knowledge	<input type="checkbox"/>	Environment
<input type="checkbox"/>	Wisdom	<input type="checkbox"/>	Sport

<input type="checkbox"/>	Human relations	<input type="checkbox"/>	Arts and culture
<input type="checkbox"/>	Digital analysis, communication and IT	<input checked="" type="checkbox"/>	Moral
<input type="checkbox"/>	Etc. (specify) .....	<input type="checkbox"/>	Leadership
<input type="checkbox"/>	Etc. (specify) .....		

#### 6. Graduate Quality

<input checked="" type="checkbox"/> 1. Ethics and morality	<input type="checkbox"/> 3. Academic Achievement
<input type="checkbox"/> 2. Social services	<input type="checkbox"/> 4. Global citizenship

#### 7. Rationale/ Background/ Purpose of the Project

IC Faculty Training serves as a teacher orientation and provides new faculty members important information for working as instructors of Payap university. The topic includes academic regulation, E-registrar system, workload and rules and regulation. Moreover, this training will help new instructor adjust to their situation as employee, a professional college and a community member.

In addition there is a new regulation for the process of research ethics approval. Providing information among faculty members and graduate students is timely necessary for their research outputs procedure.

#### 8. Objectives, Indicator, goal setting and data collection:

Project Objectives	Project KPI	Goal Setting	Data Collection
1. To provide information for new instructors. 2. To help new instructors adjust to their situation as employee, a professional college and a community member. 3. To raise awareness and provide information about Process of Research Ethics Approval	Level of participants' satisfaction of at least 3.51. Post-test scores of at least 70%	1. At least 70% of participants 2. 70% passing scores from the post-test on KM topic	1. Registration Form 2. Evaluation Form 3. Post-test

#### 9. Expected contributions:

1. To understand and comply to PYU's system, rules and regulations.
2. To adjust to their situation as employee, a professional college and a community member.
3. To focus on professional development to provide an opportunity for systematically building the administrative capacity of faculty/staff.
4. To raise awareness and provide information about Process of Research Ethics Approval
5. To boost collaboration and knowledge sharing between IC members

### 10. Project procedure and duration:

Procedure / Process	Duration
P1: Project preparation: Collect and prepare information Submit Proposal Preparing Documents and reserve a training room PR, follow-up	September-October 2019  1 November 2019
P2: Confirmation and last check	November 15, 2019
D: Training day	November 20, 2019
C: Evaluation and report	November 27, 2019
A: Gathering comments and suggestions for improvement of the next event	November 27, 2019

### 11. Venue and schedule:

Venue PC317

Schedule Wednesday November 20, 2019

Time	Program list	Speaker
9.00-9.05	Registration	
9.05-9.45	Training: 1. AA website 2. Workload: plan/report	Asst. Prof. Dr. Seung Hwan Kang, Aj. Ladda Pattarawarapan
9.45-10.45	Training: session 3. E-registrar for instructor 4. Leave of Absence & Annual Vacation Policy	
10.45-11.00	Break	
11.00-11.30	Research Ethics: An Overview on Procedure and Forms	Asst. Prof. Dr. Phinnarat Akharawatthanakun
11.30-12.00	Q&A	

**12. Guest speaker (optional)** Asst. Prof. Dr. Seung Hwan Kang, Asst. Prof. Dr. Phinnarat Akharawatthanakun, Aj. Ladda Pattarawarapan

### 13. Participants/target groups:

List	Quantity
1. New IC Faculty Members	3
2. IC faculty members	20
2. Graduate students: Linguistics and TESOL	30
Total	53

### 14. Project improvement based on comments & suggestions on the projects in the past or other similar projects:

1. I recommend that the training is repeated for other new faculty members.

2. Having greater advance notice of meetings, events and policy changes would be very helpful.
3. Provide an agenda and related information in advance.

### 15. Budget

Expected income

No.	Description	Cost of expense (Baht)	Source of grant
1	Document	300	Budget source: International College, Internal seminar, Budget category/No.: 521140007
2	Break and refreshment: 30 Baht x 50 persons	1,500	
3	Unknown expense	300	
<b>Total</b>		<b>2,100</b>	

Expense

No.	Description	Cost of expense (Baht)	Source of grant
1	Document	300	Budget source: International College, Internal seminar, Budget category/No.: 521140007
2	Break and refreshment: 30 Baht x 50 persons	1,500	
3	Unknown expense	300	
<b>Total</b>		<b>2,100</b>	

Your approval is hereby requested for the project entitled, IC02: New IC Faculty Training and KM for the Process of Research Ethics Approval to be conducted and for the budget of 2,100 Baht ( two thousand one hundred fifty Baht only)

Signature .....

( Ladda Pattarawarapan)

Responsible person for project/activity

Comment of the Department Head:

Please consider.

Comment of the Vice Dean/Assistant  
Dean for Click here to enter text.

Please consider.

Comment of the Dean:

Please consider.



<input type="checkbox"/> Others ..... Signature..... (.....) Date.....Month.....Year.....	<input type="checkbox"/> Others ..... Signature..... (.....) Date.....Month.....Year.....	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Others ..... Signature..... (.....) Date.....Month.....Year.....
ความเห็นของผู้ช่วยอธิการบดี ฝ่าย..... <input type="checkbox"/> อนุมัติ <input type="checkbox"/> ไม่อนุมัติ <input type="checkbox"/> เห็นควรอนุมัติ <input type="checkbox"/> ไม่ควรอนุมัติ ลงชื่อ..... (.....) วันที่.....เดือน.....พ.ศ.....	ความเห็นของรองอธิการบดี ฝ่าย..... <input type="checkbox"/> อนุมัติ <input type="checkbox"/> ไม่อนุมัติ <input type="checkbox"/> เห็นควรอนุมัติ <input type="checkbox"/> ไม่ควรอนุมัติ ลงชื่อ..... (.....) วันที่.....เดือน.....พ.ศ.....	ความเห็นของอธิการบดี <input type="checkbox"/> อนุมัติ <input type="checkbox"/> ไม่อนุมัติ <input type="checkbox"/> อื่น ๆ ..... ลงชื่อ..... (.....) วันที่.....เดือน.....พ.ศ.....

Appendix B: Project/Activity Summary form, AY2562 (2019)



**Project/Activity Summary form**

**Name of project/activity:** IC02: New IC Faculty Training and  
KM for the Process of Research Ethics Approval

**Responsible person:**

Aj. Ladda Pattarawarapan

Asst. Prof. Dr. Phinnarat Akharawatthanakun

**Date:** 20 November 2019

**Time:** 9.00-12.00 am.

**Venue:** PC301/317 Payap University

## Project/Activity Summary form

### 1. Summarize results according to the project objectives:

Objective	Indicator	Set goal	Result	Pass/Fail
1. To provide information for new instructors. 2. To help new instructors adjust to their situation as employee, a professional college and a community member. 3. To raise awareness and provide information about Process of Research Ethics Approval	Level of participants' satisfaction of at least 3.51. Post-test scores of at least 70%	1. At least 70% of participants 2. 70% passing scores from the post-test on KM topic	1. At least 70% of participants 2. 100% passing scores from the post-test on KM topic (pre and post-test are conducted verbally as a part of a session)	passed

### 2. Problem/solution:

1. Everything was fine. Just one technical problem with a loud speaker, so the speaker, Dr. Phinnarat, decided to skip the VDO clip part.
2. The KM topic was very interesting and there are questions and answers, which led to 5 minutes late for the end time.

### 3. A number of attendees:

Target	Goal	Attendee	Apply to Percentage
1. New IC Faculty Members	70% of 3	3	100 %
2. IC faculty members	70% of 20	15	75%

3. Graduate students: Linguistics and TESOL	70% of 30	23	76.66%
	53	41	83.88%

#### 4. Scale of Satisfaction

4.51 – 5.00	Strongly agree
3.51 – 4.50	Agree
2.51 – 3.51	Undecided
1.51 – 2.50	Disagree
1.00 – 1.50	Strongly disagree

**Summary of result: 15 (36.58%) attendees have returned the evaluation forms:**

Item	Average	Meaning
1. The meeting purpose and objectives were clearly stated.	4.67	Strongly agree
2. Our meeting time and place was convenient for me.	4.80	Strongly Agree
3. The content was helpful.	4.93	Strongly agree
4. The level and format were appropriate.	4.67	Strongly Agree
5. The speaker had a good understanding of the topics.	4.67	Strongly agree
6. Visual aids and handouts were useful and clear.	4.67	Strongly agree
7. I am satisfied with this training/KM	4.60	Strongly Agree

- **Suggestion from the attendee**

Thank You.

Excellent and very clear delivery of materials.

#### 7. Summary of suggestion for the next year project (ACT):

I recommend that the training is repeated for other new faculty members.

## Appendix

1. Project: see attached
  2. Registration form: see attached (A copy on Page 6)
  3. Copy of advance clearance document: 3.1 Budget report summary 3.2 receipts (see attached)
- 3.1 Budget report summary

No	Description	Cost of expense (Baht)	Actual expenses (Baht)	Evidence: Receipt no.	Source of grant
1	Document	300	44	Receipt no. 1 (44 Baht)	Budget source: International College, Internal seminar, Budget category/No.: 521140007
2	Break and refreshment: 30 Baht x 50 persons	1,500	480 914 135	Receipt no. 2-4	
3	Unknown expense	300	308	Receipt no. 5	
<b>Total</b>		<b>2,100</b>	<b>1,881</b>		
Returning Unused Cash Advance Amounts			<b>219</b>		

4. Copies of document: see attached pdf files of New faculty training and KM for the Process of Research Ethics Approval
5. Pictures: see below

# RESEARCH ETHICS: An Overview on Procedure and Forms


Phinnarat Akharawatthanakun  
(Linguistics Department, International College)



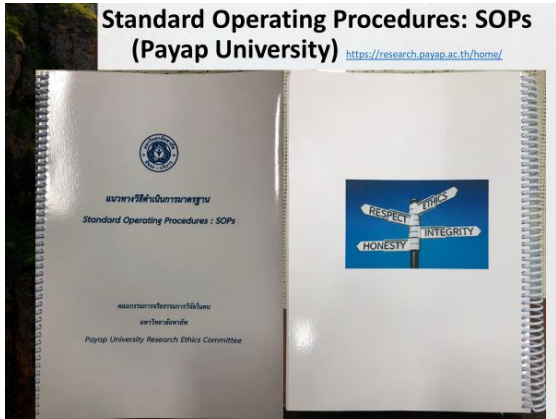
## Appendix C

## Research Ethics: An Overview on Procedure and Forms

## I: Overview on Research Ethics

<p style="text-align: center;"><b>RESEARCH ETHICS: An Overview on Procedure and Forms</b></p> <p style="text-align: center;">Phinnarat Akharawatthanakun (Linguistics Department, International College)</p>	<p><b>Teaching a crocodile to swim:</b></p>  <p><a href="https://www.youtube.com/watch?v=GrakxxQ566M">https://www.youtube.com/watch?v=GrakxxQ566M</a></p>
<p style="text-align: center;"><b>General Questions</b></p> <ul style="list-style-type: none"> <li>•What is ethical research?</li> <li>•What can be researched?</li> <li>•Who decides what's ethical?</li> <li>•Who owns the research outcomes?</li> </ul> <p style="text-align: center;"><small>(adapted from Bowerm. C. (2008). <i>Linguistic Fieldwork: A Practical Guide</i>. New York: Palgrave Macmillan.)</small></p>	<p><b>Research Ethics:</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.youtube.com/watch?v=9pCfq5QH_v4">https://www.youtube.com/watch?v=9pCfq5QH_v4</a></li> </ul>
<p><b>The Ethics of research using human participants:</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.youtube.com/watch?v=cxdGR4lSwww">https://www.youtube.com/watch?v=cxdGR4lSwww</a></li> </ul>	<p><b>Principles and guidelines for ethical research:</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.youtube.com/watch?v=yIkKCgEIMws">https://www.youtube.com/watch?v=yIkKCgEIMws</a></li> </ul>
<p><b>PYU Requirements for Research Ethics Approval</b></p> <ul style="list-style-type: none"> <li>• Effective from <u>Semester 2/AY2019</u> onward.</li> <li>• Research projects/thesis/IS which have been approved and/or the contract has been signed <u>before December 21, 2018</u>, no need to get Research Ethics Approval.</li> <li>• However, <u>if the data collection of any of those projects have not been started yet, it is highly recommended for the Heads of the project to submit their projects for Ethics Approval.</u> (This is also applicable for thesis/IS students.)</li> </ul>	<p><b>When to submit research ethics forms for approval?</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Research project/thesis/IS proposal &amp; research instruments (e.g. questionnaires, list of questions, word lists, etc.) <b>revised based on the proposal defense committee</b></p> </div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px;"> <p>Submit <b>the revised proposal, research instruments, and all research ethics forms</b> to the PYU Research Ethics Committee (<b>within the 1<sup>st</sup> Wednesday of the month</b>)</p> </div>





### Plan/Procedure of Research Documents Submission for Research Ethics Approval, Payap University

- [PYU Research Ethics Forms ENG-DONE\PYU\\_Procedure\\_Research Ethics Approval Revised.pdf](#)

### PYU Research Ethics Forms

- 1 MEMORANDUM to the Chairperson of the Research Ethics Committee, Payap University (Subject: Submission of research project for consideration by the Research Ethics Committee, Payap University)
- 2 AF 07-01 Document Completeness Checklist, Submitted for Consideration by the Research Ethics Committee
- 3 AF 07-02: Submission Form for Ethical Review
- 4 AF 07-03: Participant Information Sheet
- 5 AF 07-04: Informed Consent Form
- 6 Biography of the main researcher
- 7 Biography of the co-researcher

### Links to download research ethics forms:

- Office of Research and Academic Service: <https://research.payap.ac.th/home/?load=content&lang=th&id=000000011>
- International College:
  - For faculty members: [https://ic.payap.ac.th/?page\\_id=1938](https://ic.payap.ac.th/?page_id=1938)
  - For graduate students: [https://ic.payap.ac.th/?page\\_id=1319](https://ic.payap.ac.th/?page_id=1319)

### PYU Research Ethics Forms

1. **MEMORANDUM: For document submission**  
[PYU Research Ethics Forms ENG-DONE\PYU\\_Research Ethics Forms ENG.pdf\03Memo. for docs submission\\_Ethics Approval\\_ENG.pdf](#)
2. **AF 07-01: Document Checklist, Submitted for Consideration by the Research Ethics Committee**  
[PYU Research Ethics Forms ENG-DONE\PYU\\_Research Ethics Forms ENG.pdf\AF\\_07-01\\_Ethics Document Checklist\\_ENG\\_Revise.pdf](#)
3. **AF 07-02: Submission Form for Ethical Review**  
[PYU Research Ethics Forms ENG-DONE\PYU\\_Research Ethics Forms ENG.pdf\AF\\_07-02\\_Submission Form for Ethical Review\\_ENG\\_Revise.pdf](#)
4. **AF 07-03: Participant Information Sheet**  
[PYU Research Ethics Forms ENG-DONE\PYU\\_Research Ethics Forms ENG.pdf\AF\\_07-03\\_Participant Info Sheet\\_ENG.pdf](#)
5. **AF 07-04: Informed Consent Form**  
[PYU Research Ethics Forms ENG-DONE\PYU\\_Research Ethics Forms ENG.pdf\AF\\_07-04\\_Informed Consent Form\\_ENG\\_Revise.pdf](#)
6. **Biography of Main Researcher**  
[PYU Research Ethics Forms ENG-DONE\PYU\\_Research Ethics Forms ENG.pdf\Main Researcher Biography\\_ENG.pdf](#)
7. **Biography of Co-Researcher**  
[PYU Research Ethics Forms ENG-DONE\PYU\\_Research Ethics Forms ENG.pdf\Co-Researcher Biography\\_ENG.pdf](#)

### Examples of questions:

- **Q:** What if in the questionnaire of my research project/thesis/IS, I only need to ask general information, biography/metadata of the participants which does not sound sensitive at all, do I have to submit my questionnaire to get Ethics Approval?  
[02Tone checklist\\_Questionnaire2019.pdf](#) [Suthinee-THESIS-REAL-FINAL-11-MAY.pdf](#)
  - **A:** Yes, the questionnaire & the list of questions must be submitted.
- **Q:** What if I only need to ask the participants to tell me a few stories and I do not really have the list of questions, what should I submit to get Ethics Approval?
  - **A:** You will still need to ask about the participants' biography anyway. Therefore, you need to submit the list of your questions as well as the titles of the stories that you plan to ask your participants to tell you.

<https://ahrcs.com/resources/friday-afternoons-funny-overprotective-research-ethics-committee>


Note: The Institutional Review Board (IRB) is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated.  
[\(https://research.oregonstate.edu/irb/frequently-asked-questions/what-institutional-review-board-is/\)](https://research.oregonstate.edu/irb/frequently-asked-questions/what-institutional-review-board-is/)

# THANK YOU.



# Q & A

Please kindly do the evaluation form:  
IC New Faculty Training and KM for the  
Process of Research Ethics Approval



Thank you very much for your  
cooperation.

II: Payap University Research Ethics Procedure & Forms (Translated by IC Vice Dean for sharing with the Office of Research and Academic Service, all IC faculty members, and graduate students)

Plan/Procedure of  
Research Documents Submission for Research Ethics Approval, Payap University

	Procedure	Week of the Month			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
1.	<p>Researcher submits the research proposal together with other related documents to the Office of Research and Academic Service</p> <p><b>**All forms and documents can be downloaded from the following links:</b></p> <ul style="list-style-type: none"> <li>• Office of Research and Academic Service: <a href="https://research.payap.ac.th/home/load-content?lang-th&amp;id=00000011">https://research.payap.ac.th/home/load-content?lang-th&amp;id=00000011</a> or</li> <li>• International College website:               <ul style="list-style-type: none"> <li>- <a href="https://ic.payap.ac.th/page_id=1938">https://ic.payap.ac.th/page_id=1938</a> (for faculty members) or</li> <li>- <a href="https://ic.payap.ac.th/page_id=1319">https://ic.payap.ac.th/page_id=1319</a> (for graduate students).</li> </ul> </li> </ul>	Within Wednesday			
2.	<p>Research proposals will be checked and classified.</p> <p>2.1 The officers will check the completeness of the documents.</p> <p>2.2 Research proposal classification by the Chairperson/Committee based on the following categories:</p> <ul style="list-style-type: none"> <li>- Exemption,</li> <li>- Expedited,</li> <li>- Full Board.</li> </ul>	Within Friday			
3.	If the documents are not complete or not all documents are submitted, the officer will contact the researcher to submit all documents for the committee to check and review.		Within Wednesday		
4.	The Research Ethics Committee of PYU have the meeting for reviewing the research proposals, research instruments, and other documents only in the "Exemption" and "Expedited" categories.			Within Wednesday	

	Procedure	Week of the Month			
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
5.	The officer informs the approval result to the researcher. 5.1 In the case of no revision is needed.			Within Friday	
	5.2 If the revision is needed, the researcher must revise and resubmit the documents to the Research Ethics Committee at the Office of Research and Academic Service within 15 days after receiving the approval results and suggestions on revision.				Within Wednesday
6.	The Research Ethics Committee of PYU reviews the revised documents and informs the approval result to the researcher (in revision case) within 15 working days.				



**MEMORANDUM**

**Department/Office/Unit** ..... **Tel.** .....

**No. PYU** ..... **Date** .....

**Subject** Submission of research proposal for consideration by the Research Ethics Committee, Payap University

To Chairperson of the Research Ethics Committee, Payap University

My name is Prof./Assoc. Prof./Asst.Prof./Aj./Mr./Mrs./Miss .....

Position: ....., Department: .....

Faculty/College: ....., Payap University. I would like to

submit the research project proposal/thesis proposal/independent study proposal entitled

“.....”

for consideration by the Research Ethics Committee as details attached herewith (AF07-01).

Your kind consideration is very much appreciated.

Signature.....

(.....)

Head of Research Project/Graduate Student

1. Department Head's comments (for faculty member) ..... ..... ..... Signature ..... (.....) ...../...../.....	3. Dean's comments (for faculty member) ..... ..... ..... Signature ..... (.....) ...../...../.....
2. Main Advisor's comments (for student) ..... ..... ..... Signature ..... (.....) ...../...../.....	4. Chairperson of Research Ethics Committee's comments ..... ..... ..... Signature ..... (.....) ...../...../.....



Office of Research Ethics  
Payap University

AF 07-01

**Document Checklist,  
Submitted for Consideration by the Research Ethics Committee**

No.	List	Yes	No	Remark
1	MEMORANDUM to the Chairperson of the Research Ethics Committee, Payap University (Subject: Submission of research proposal for consideration by the Research Ethics Committee, Payap University)			
2	AF 07-02: Submission form for ethical review			
3	AF 07-03: Participant information sheet			
4	AF 07-04: Informed consent form			
5	Full research proposal (Thai or English; Details of the research proposal are based on the research type)			
6	Research instruments (questionnaire and/or interview form)			
7	Volunteer recruitment brochures or posters (if any)			
8	Case report form (if any)			
9	Biography of the main researcher and the co-researcher			
10	A letter of permission from the co-researcher's affiliates (in the case that the co-researcher is from a different department/unit or from outside the faculty/college, or from another institution)			
11	Others (Please specify.) ..... .....			

Signature ..... Applicant

Date ..... Month ..... Year .....

**Note:**

1. After checking all documents, please submit this checklist (AF 07-01) together with the research proposal and other related documents.
2. **Please specify the version and the date in the footer of document No. 2 – 9.**
3. 10 copies of each of the documents No. 2 – 9 and other related documents must be submitted.



Office of Research Ethics  
Payap University

AF 07-02

Submission Form for Ethical Review

Please fill out the form completely.

1. Research Project Title:

(English).....

(Thai) .....

2. Head of the Research Project (first name-last name):

(English).....

(Thai) .....

Phone Number: ..... E-mail: .....

3. Status:

Faculty member      Department: ..... Faculty/College: .....

Student      Master's Degree ( )      Ph.D. ( )

Curriculum/Program: .....

Faculty/College: .....

Thesis/IS Main Advisor (first name-last name): .....

Faculty/College: .....

Phone Number: ..... E-mail: .....

Others:

Position: .....

Affiliation: .....

4. Research funding sources:

Funded (Please specify the funding sources.) .....

In process of funding application (Please specify the funding sources.) .....

No research funds

5. Background and Rationale of the Research Project:.....

.....

.....

6. Objectives of the Research Project: .....

.....



**Office of Research Ethics  
Payap University**

**AF 07-02**

**7. Details of the Research Project:**

**7.1 Type of Research**

- Quantitative research
- Qualitative research
- Documentary research
- Action research
- Quasi-Experimental research
- Experimental research
- Research and Development
- Participatory action research
- Mixed method research
- Others (Please specify.) .....

7.2 Population/Target Group/Subjects: .....

7.3 Criteria for subject selection (inclusion criteria): .....

7.4 Criteria for subject selection (exclusion criteria): .....

7.5 Withdrawal criteria for individual participants: .....

7.6 Contingency plan in the case of subject withdrawal: .....

7.7 Sample size: .....

7.8 Sample size calculation: .....

7.9 Statistics or other methods used in data analysis: .....

7.10 Research site(s): .....

7.11 Duration of data collection:

From ..... To .....

7.12 Duration of research project:

From ..... To .....



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8. Do the study subjects include vulnerable groups?

- No
- Yes. (more than one can be selected)
  - Persons who have financial difficulties or are not educated or are illiterate
  - Patients with an incurable illness
  - Patients with an illness stigmatized by society
  - Persons with diminished decision making abilities such as persons with psychiatric disorders, impaired memory or those with behavioral disorder
  - Children in remand homes/foster homes
  - Elderly living in residential care facilities
  - Infants/Pregnant women
  - Refugees
  - Prisoners
  - Homeless people
  - Ethnic minorities or those who cannot communicate in Thai
  - Sex workers
  - Drug users or drug dealers
  - Other (Please specify.) .....

9. Research participant recruitment process: .....

.....

10. Expected research contributions for participants and overall benefits:

.....

.....

11. Risks to the participants such as distress that participants may experience from answering questions: .....

.....

12. Does your study have measures for maintaining data confidentiality?

- No
- Yes. (more than one can be selected)
  - Paper-based records stored in a safe place with restricted access to data.
  - Data stored on a password-protected computer.
  - Identifiers are all removed.
  - Other (Please specify.) .....





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13. Methods for protecting the confidentiality of participants' private information such as using codes instead of names and private information in recording data in data collection forms: .....
- .....
14. Methods for protecting the confidentiality of participants' private information in the case of interviews, asking questions, taking photos, audio and video recordings: .....
- .....
15. Persons that have been granted data access rights: .....
16. Data retention period: .....
17. Methods of data destruction after the retention period has passed: .....
- .....
18. Remuneration/Gifts/Knowledge that the participants or data providers receive:
- No remuneration or any gifts for the participants or data providers
- The participants received things as gifts which are .....
- Estimated value ..... Baht
- The participants received remuneration in the amount of ..... Baht
- Others (Please specify.) .....
19. Please specify the measures of the research process which ensures no violation of rights through research participation as well as the measures of being aware of the negative consequences. ....
- .....
- .....
- .....
20. Please specify the measures of participants' voluntary request in details, including the research ethics review by clarifying that how the participants in the research project will be treated in accordance with the ethical principles of human research. For example, the invitation for truly voluntary participation, non-coercive recruitment of participants directly and indirectly, pressure, motivation, speech and language use that honors the participants, the words used must be understandable and appropriate to the participants. ....
- .....
- .....
- .....



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21. In what ways are the participants informed about the research?

- There is a Participant information sheet.
- There is an Informed Consent Form.
- There is a Participant information sheet but request for a waiver of written consent. (Please specify a reason.)

.....  
.....  
.....  
.....

22. Requested for the following type of review:

- Exemption Review
- Expedited Review
- Full Board Review

I hereby certify that I will comply with the requirements of the research ethics and research project approved by the Research Ethics Committee, Payap University.

Signature ..... Researcher

(.....)

Date ..... Month ..... Year .....





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### Participant Information Sheet

Explanation: The details can be adjusted to correspond to your research project.

My name is .....

I am working on a research project entitled .....

The background of the project is as follows: .....

The study/research project is about .....

(Specify brief details of the research project to allow participants to understand the project.)

This document provides basic information about the research project that you should study to understand the project in order to help you decide about participation in the project. You may ask the main researcher or his/her representative to explain until all the information is well understood. To help you make your decision, you may take this document home to read and consult with those of your choice.

You have full freedom in deciding whether to participate in the project or not. The refusal to participate will not in any way affect your .....

If you decide to participate in the research project and there are unwanted effects arising from the research or if you have any comments, concerns, or questions about the research process, you will be able to contact the researcher at ..... during office hours (except in case of emergency).

#### Details of Research Project

1. Title of research project

(English).....

.....

(Thai).....

.....

2. Project Head/Main Researcher:

First name-Last name: .....

Position: .....

Office: .....

Address: .....

Phone Number: ..... E-mail: .....



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**3. Co-researchers**

3.1 First name-last name: .....

Position: .....

Office: .....

Address: .....

Phone Number: ..... E-mail: .....

3.2 First name-last name: .....

Position: .....

Office: .....

Address: .....

Phone Number: ..... E-mail: .....

**4. Duration of research project:**

.....  
.....

**5. Research funding sources (if any):** .....

**6. Objectives of the Research Project:**

.....  
.....  
.....  
.....

**7. Expected benefits to participants:**

.....  
.....  
.....  
.....

**8. You are invited to participate in this research project because**

.....  
.....  
.....  
.....



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9. If you decide to participate in the research project, information will be collected by the following methods (answer the questionnaires, in-depth interview, focus group, etc.):

.....  
 .....

10. The risk probabilities that may occur as a result of participation in a research study are as follows:

.....  
 .....

11. Guidelines on the risk prevention of the research project (if any):

.....  
 .....

12. The payment/incentives for the research participant:     Yes         No

If yes (Please specify): .....

13. The expenses that the research participant has to be responsible for:

Yes         No

If yes (Please specify): .....

The participant's private information will be kept confidential and it will not be subject to an individual disclosure but will be included in the research report as part of the overall results. Individual information may be examined by some groups of people such as research sponsors, institutions, or governmental organizations responsible for evaluating the Ethics Committee. If there is additional information on both the benefits and harms associated with the research project, the researcher will inform the participants as soon as possible without concealment.

The participant has the right to withdraw from the project at any time without prior notice. The refusal to participate or withdrawal from the research project will not at all affect ..... (the proper service or treatment) ..... that he/she will receive.

This research project is approved by the Research Ethics Committee, Payap University. In the event that you are not treated as indicated in the information sheet distributed to the participants, you can contact the Chairperson, or the representative of the



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Research Ethics Committee, Payap University at the Office of Research Ethics, Payap University, Tel. 053-851478 ext. 7202 or E-mail: [rec\\_pyu@payap.ac.th](mailto:rec_pyu@payap.ac.th).

Signature ..... Researcher

(.....)

Date ..... Month ..... Year .....



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### Informed Consent Form

Explanation: The details can be adjusted to correspond to your research protocol.

I am (first name-last name) .....

I voluntarily agree to participate in the research project entitled .....

I know about the following details: background and objectives of the research project, questions in questionnaires/interview forms, expected contributions of the project, the probabilities of risks that may occur as a result of participation in the project as well as the guidelines on risk prevention and resolution, and the payment/incentives that I will receive. I have thoroughly read and understood the information in the Participant Information Sheet. The project head has already explained and answered my questions.

I was informed of rights, data, benefits, and risks from participating in the project. I understand that I may withdraw from the project or may refuse to participate in the project at any time and there will be no effect on me in the future.


I give permission to the researcher(s) to use the data collected from me but the data should not be made public for individuals. The results can only be presented as overall data based on the research project.

By signing below, I thoroughly understand the information in the Participant Information Sheet and the Informed Consent Form. I understand I have the right to have a copy of this document from the researcher.

Signature..... Participant/Legal Representative

(.....)


Date ..... Month ..... Year .....

	<b>Biography of Main Researcher</b>
1. First name – Last name (English):  (Thai):	
2. Administrative position: Academic rank:	
3. Current address:  E-mail: <span style="float: right;">Phone Number:</span>	
4. Educational background:	
5. Workplace:	
6. Field of expertise:	
7. Research experience:	
8. Training in Research Ethics/Good Clinical Research Practice (GCP) (Please specify):	

Signature..... Co-researcher

(.....)

Date ..... Month ..... Year .....

	<b>Biography of Co-Researcher</b>
1. First name – Last name (English):  (Thai):	
2. Administrative position: Academic rank:	
3. Current address:  E-mail: <span style="float: right;">Phone Number:</span>	
4. Educational background:	
5. Workplace:	
6. Field of expertise:	
7. Research experience:	
8. Training in Research Ethics/Good Clinical Research Practice (GCP) (Please specify.):	

Signature..... Co-researcher

(.....)

Date ..... Month ..... Year .....