**Biosafety, Biosecurity and Ethical Clearance Committee**

Jahangirnagar University

Savar, Dhaka 1342

Dear Applicant,

Thank you for your interest in the Biosafety, Biosecurity and Ethical Clearance. Please follow the guidelines mentioned below to obtain the clearance for your research.

1. Please submit your application addressing the Chairman of the Committee
2. The application should describe the requirement for the clearance with details of the study’s place, subject, duration, and objectives.
3. Applicants must be the teachers of the JU with authentic signatures and seals. In the case of the registered MPhil/Ph.D./Research fellow of JU, please endorse your application by your respected supervisor with affiliation and authentic signature with seal.
4. Complete synopsis with clear title, abstract, materials and methods, expected outcomes (for the proposed research), results (for the completed research), conclusions, and references.
5. For manuscript submission, please add the draft manuscript with the application.
6. You may require additional documents if asked.
7. Your presence is required to verify your application (after 4-5 days of initial submission).
8. A draft certificate filled by the applicant will be supplied from the office.

Please note that the decision from the committee will be final for your application. If you intend to use the clinical trial in Human Subjects for your research, please go through BMRC for the proper authentication. Jahangirnagar University cannot take any liabilities for your research related to the Clinical trial or other invasive purposes using human subjects except for surveys, demographic data, or some basic aspects.

Wish you happy research.

**Certificate of Ethical Clearance**

This is to certify that the project titled “[your project title]” has been reviewed and approved by the Biosafety, Biosecurity and Ethical Clearance Committee of Jahangirnagar University, Savar, Dhaka 1342.

**Project Information**

|  |  |
| --- | --- |
| Project title |  |
| Supervisor’s name |  |
| Supervisor’s address |  |
| Cellphone |  |
| Email |  |

**Research Information**

|  |  |
| --- | --- |
| Sample type | Human |
| Sample size |  |
| Sample’s description |  |
| Research problem  |  |
| Study design |  |

[Date]

The Chairman

Biosafety, Biosecurity, and Ethical Clearance Committee

Jahangirnagar University, Savar, Dhaka 1342

Medium: Supervisor, Department of Journalism and Media Studies, Jahangirnagar University;

 Chairperson, Department of Journalism and Media Studies, Jahangirnagar University.

Subject: **Application for Ethics Clearance for Research Project.**

Dear Chairman,

I am [your name], [your affiliation, e.g., a master’s student] in the Department of Journalism and Media Studies at Jahangirnagar University. Recently, [reasons for applying, if applicable, e.g., as a part of my degree completion], I plan to undertake a research project titled “[your research title],” which involves human participants. Therefore, I am seeking your guidance and ethics approval from the Biosafety, Biosecurity, and Ethical Clearance Committee for my research project.

As a researcher, I am eager to ensure that my research adheres to the highest ethical standards. With your expert guidance and valuable insights, I am confident in the successful execution of my research project. For your convenience, I have attached the following documents with the application:

* Informed Consent Form
* Research Proposal [if applicable]
* Questionnaire [if applicable]
* Any other relevant supporting documents [if applicable]

I kindly request that you review the attached documents at your earliest convenience and provide any necessary feedback or revisions. Should you have any questions or require further information, please do not hesitate to contact me via email or phone. Thank you for your time and consideration.

Sincerely,

[your name]

[your affiliation]

[your contact]



#### Department of Journalism and Media Studies

Jahangirnagar University

#### Information Letter and Consent Form

(Please modify this form according to your study requirements. This form should only be used if your research directly involves human participants; otherwise not.)

**1. Study Details**

|  |  |
| --- | --- |
| a. Research title | :  |
| b. Investigator’s name | :  |
| c. Investigator’s address & contact | :  |
| d. Supervisor (if any) | :  |
| e. Supervisor’s address & contact | :  |

**2. Background**

* You are being asked to be in this study because we designed this study focusing on [explain briefly why you chose your participant].

**3. Purpose**

* The main purpose of this study is to [explain briefly why you are doing this research].
* This study should have both some academic contributions and practical implications.

**4. Study Procedures**

* This study will be based on [briefly describe your method, e.g., semi-structured interviews; the interviewees are expected to discuss with the interviewer. The tentative length of each interview should be 25-45 minutes.]
* After collecting the data, we will [briefly describe your data analysis procedures, e.g., transcribe the data from the interview; if an interviewee wants, we will share the transcription with him/her for verification and permission. If s/he wants, we will delete any unwanted or confidential information from the transcripts.]

**5. Benefits**

* There is no direct benefit for the participants from being in this study except cooperating in knowledge production.
* The insights from this study will help us better understand [state your research problem]

**6. Risk**

* There is no perceived risk associated with this study.

**7. Voluntary Participation**

* Participation in this study is voluntary, and you are not obligated to participate.
* Even if you agree to participate in the study, you can change your mind and withdraw anytime. If you withdraw, we will not use the data we have collected from you. After you have participated, you have one week to withdraw your data.

**8. Confidentiality & Anonymity**

* The data will be kept confidential, and [persons and/or organizations, if any] will have access to the raw data.
* Complete anonymity is guaranteed for the data, meaning no names of the participants will be mentioned.
* The data will be secured in password-protected digital storage (e.g., personal computer) and deleted after utilizing it, which may take six months to one year.
* Upon request, the participant will receive a copy of a report of the research findings.

**9. Further Information**

The plan for this study has been reviewed for its adherence to ethical guidelines by the Biosafety, Biosecurity and Ethical Clearance Committee of Jahangirnagar University (ethics approval number: [write the number here, if any]). If you have any further questions regarding this study, please do not hesitate to contact us: [investigator’s email]

**10. Consent Statement**

I have read this form, and the research study has been explained to me. I have been given the opportunity to ask questions, and my questions have been answered. If I have additional questions, I have been told whom to contact. I agree to participate in the research study described above. After we both sign, I will receive a copy of this consent form.

|  |  |  |
| --- | --- | --- |
| Participant’s Name and Signature |  | Date |
|  |  |  |
| Name and Signature of Person Obtaining Consent |  | Date |