**DATA COLLECTION REQUEST FORM**

**Section 1: Researcher Information**

I. Principal Investigator (PI):

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Position/Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Department/Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

II. Co-Investigators (if any, you may extend this section if needed):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name(s)** | **Position/Title(s)** | **Department/Institution(s)** | **Email(s)** | **Phone Number(s)** |
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**Section 2: Study Information**

I. Study Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

II. Study Duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Start Date: \_\_\_\_\_\_\_\_\_\_\_\_
2. End Date: \_\_\_\_\_\_\_\_\_\_\_\_

III. Funding Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Name of Funding Body** | **Grant Number (if applicable)** |
|  |  |
|  |  |

**Section 3: Study Description**

(Checklist for information to be included in the synopsis or research proposal)

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Checklist** | **Yes** | **No** |
| 1 | Is the title concise and informative? |  |  |
| 2 | Does it clearly reflect the content of the research? |  |  |
| 3 | Have you provided brief context or background for the study? |  |  |
| 4 | Is the significance of the research mentioned? |  |  |
| 5 | Is the main objective or research question clearly stated? |  |  |
| 6 | Have you identified the problem or gap your research addresses? |  |  |
| 7 | Have you clearly mentioned the justification or rationale of the study? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Methods Checklist** | **Yes** | **No** |
| 1 | Have you briefly described the methodology or approach used? |  |  |
| 2 | Are the key techniques or tools mentioned? |  |  |
| 3 | Is it clear how the research will be conducted? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Readability Checklist** | **Yes** | **No** |
| 1 | Have you proofread the synopsis for grammar, spelling, and punctuation errors? |  |  |
| 2 | Is the synopsis easily understandable for both experts and non-experts in the field? |  |  |
| 3 | Does the synopsis meet specific formatting or content requirements? |  |  |

**Objectives:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Research Question(s):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hypothesis:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Methodology:**

|  |  |
| --- | --- |
| **Study Design** | **Data Collection Methods** |
|  |  |
|  |  |

**Study Population:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Target Population** | **Inclusion Criteria** | **Exclusion Criteria** | **Estimated Participants** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 4: Ethical Considerations**

I. Informed Consent:

* The process for obtaining informed consent has been described.
* Attach the consent form(s).

II. Confidentiality:

* Explain how participant data will be kept confidential.

III. Data Management:

* Describe how data will be stored, secured, and who will have access.

IV. Risks and Benefits:

* Describe any potential risks to participants and how they will be mitigated.
* Include the potential benefits of the study.

V. Vulnerable Populations:

* Indicate if any vulnerable populations (e.g., children, elderly, disabled) will be involved.
* Describe any additional protections in place for these groups.

VI. Conflict of Interest:

* Declare any potential conflicts of interest.

**Section 5: Supporting Documents**

Attach copies of all supporting documents, including:

* Informed consent forms
* Data collection instruments (e.g., surveys, interview guides, etc.)
* Synopsis of the study
* Approval letters from other ethics committees (if applicable)

**Section 6: Signatures**

Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Co-Investigator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Supervisor(s) of the Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

***Please send the filled form to rdrc@altamash.pk.***