
1. Study identification and overview

STUDENT COMPLETES

Complete all student sections. Use N/A with an explanation when a question does not apply. Save the completed PDF and submit it with supporting materials in the Module 7 assignment in Populi. Use a labeled continuation page if an answer exceeds the visible field; do not rely on hidden scrolling text.

Student name and student ID

Email and instructor name

Proposed thesis title

Ministry or research setting and your role

Ministry problem, purpose, and research question

Summarize the design, activities, evidence to be collected, and anticipated research dates.

Submission or an assignment grade is not ethical research approval. Begin recruitment or data collection only after approval is communicated through Populi and required permissions are in place.

2. Participants recruitment and consent

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Who or what will be studied? Include number, ages, selection criteria, and recruitment or source access.

Will the study involve minors or people with limited ability to give voluntary informed consent?

☐ Yes ☐ No ☐ N/A

Explain participant needs, additional safeguards, and any proposed parent or guardian arrangements.

How will you explain the purpose, activities, time, risks, benefits, and use of information before consent?

How can people decline or withdraw without penalty? Explain any limits on removing data after collection.

Describe authority or dependent relationships, incentives, and steps to prevent pressure to participate.

3. Risks privacy and information handling

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Identify foreseeable discomfort, sensitive topics, privacy risks, or other harm; explain safeguards.

How will you respond to distress, complaints, unexpected problems, or a breach of confidentiality?

Will you make audio, video, photographic, or other identifiable recordings?

☐ Yes ☐ No ☐ N/A

Explain recording consent, access, use, and how identities will be protected in the thesis or presentations.

Where will data be stored, how will it be secured, and who will have access? Include third-party tools.

State the proposed retention period, its basis, and how records and recordings will be disposed of.

4. Permissions instruments and attachments

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Ministry or site permission status☐ Obtained ☐ Pending ☐ Not applicable**Identify the authorizing person or office, access requested, and evidence attached or steps still pending.****Do instruments or source materials require permission for use or adaptation?**☐ Yes ☐ No ☐ Unsure**Identify instruments, sources, permissions obtained or pending, and any proposed pilot testing.****Does another institution or site require research review or authorization?**☐ Yes ☐ No ☐ Unsure**Identify the reviewing body and status, or explain why no additional review applies.**

Select each supporting document included with this submission. Explain omissions or nonapplicability below.

- ☐ Chapters 1-3 proposal with applicable appendices
- ☐ Research instruments or protocols
- ☐ Participant information, consent, and recruitment materials, as applicable
- ☐ Site permission, instrument permissions, or other review documentation, as applicable

List attached filenames and explain missing or nonapplicable materials.

5. Readiness and student declaration

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List unresolved ethical matters, permissions, or review requirements and the steps needed to resolve them.

Identify changes since an earlier review, if any. For an initial submission, enter Initial submission.

By checking each statement and entering my name and date, I affirm the following:

- ☐ The information provided is accurate, and I have disclosed foreseeable risks and relevant ministry relationships.
- ☐ I will not begin recruitment or data collection until approval is communicated through Populi and required permissions are in place.
- ☐ I will follow the approved plan and protect participant information as described in this submission.
- ☐ I will submit changes affecting participants, methods, or safeguards for review before implementing them.
- ☐ I will promptly report ethical concerns or unexpected participant risks to my instructor and the Dean of Academics.

Student typed name as acknowledgment

Date

The instructor reviews first and may request revisions. The Dean of Academics makes the final decision. Approval is communicated to the student through Populi. Typed names record acknowledgment; these fields are not certificate-based digital signatures.

6. Instructor and Dean review

CCS REVIEWERS COMPLETE

Student name and thesis title or short title**Instructor recommendation**☐ Recommend approval ☐ Revisions required ☐ Do not recommend**Instructor comments, required revisions, or reasons for recommendation****Instructor typed name and review date****Dean of Academics decision**☐ Approved ☐ Revisions required ☐ Not approved**Dean comments, approved scope, required revisions, or reasons for decision****Dean of Academics typed name and decision date****Populi notification date and name of person notifying the student****Identify the approved proposal/form version and supporting materials, if approved.**

Approval applies to the identified study and materials. A recommendation, grade, or request for revisions does not authorize research. Required site and instrument permissions must also be in place. Communicate the final decision and any required next steps through Populi.