



REQUEST FOR PERMIT TO CONDUCT RESEARCH

To : Marko Antonio O. Da Silva
Director, CLEARs

From :

Date :

This is to request permission to conduct my research in Far Eastern University – [Insert Institute].
The particulars of the study are in the table below.

Title of Study	
Purpose of the Study	
Target Participants/Respondents	
Data Gathering Instrument to be Used	
Data to be Obtained from Participants/Respondents/Office(s)	
Degree Program	
Email and contact Number of Point Person	

Noted:

Name & Signature of Adviser / Researcher



FAR EASTERN UNIVERSITY

Center for Learning Enrichment and Research for Students

Action Taken

_____ Request respectfully endorsed to _____

_____ Forwarded to ERB for ethics review



Process Flow for Student Research Endorsements

Step	Action Taken
1	<p>Student or Adviser requests endorsement from CLEARs prior to the start of the study. Student or adviser provides the following (2 copies in a long white folder).</p> <ol style="list-style-type: none">1. Permit to Conduct Research Form2. Turnitin Similarity Index Report3. Filled out FEU ERC Application Form4. Research Proposal/protocol5. Informed Consent Form (English and in the language / vernacular where study is to be conducted)6. Assent Form if participants are minors (7 years old and above)7. Good Clinical Practice Certificates of Researchers8. Good Clinical Practice of Certificate of Adviser9. CV of Researchers10. CV of Advisers
2a	<p>If the study does not require <i>Ethics Research Clearance</i> from the Ethics Research Committee (ERC); has submitted all the requirements stipulated in Step 1; and has the allowable similarity index as reviewed by Turnitin (not higher than 20%), CLEARs issues the approval to the requester and no further steps will be taken.</p>
2b	<p>If the study requires Ethics Research Clearance from the Ethics Research Committee, CLEARs endorses the study to ERC for review.</p>
3	<p>ERC reviews the research. If the committee deems that the study complies with the prescribed ethical guidelines for research, ERC issues the endorsement for the requestor.</p> <p>In such cases where the ERC needs further evidence or explanation from the students for the issuance of the study's clearance, ERC contacts the students for the said information and/or evidence.</p>