

User Manual for a Research Request Application - Dissertation

Agenzija Sapport



This manual was developed by Aġenzija Sapport to help you fill an online Research Request Application – Dissertation in a complete and correct manner.

Note: This manual was written for information purposes and does not have any legal strength whatsoever.

Aġenzija Sapport makes use of the information provided to process your application. We may check the information provided by you or by third persons with other information held with us. We are bound not to disclose information about you with other persons or organizations outside the Aġenzija Sapport, unless this is permitted by the law. Aġenzija Sapport treats your personal information in accordance with the Data Protection Act (Cap. 440.) to protect your privacy.

For More Information



Aġenzija Sapport
Fr. Ġwann Azzopardi Street
St. Venera SVR 1614



Freephone 153
Tel. 2256 8000



research.sapport@gov.mt



www.sapport.gov.mt

General Instructions

Kindly ensure that the requested documentation is available before you start filling in the application. Certain documents need to be downloaded; printed and duly completed, together with the documentation which needs to be converted into electronic format to be uploaded in the online application.

- 1) **Reference Letter of Supervisor** – required documentation
- 2) **Tests** – required documentation
- 3) **Interview Guidelines** – required documentation
- 4) **Questionnaires** – required documentation
- 5) **Information Sheets** – required documentation
- 6) **Debriefing Materials** – required documentation
- 7) **Participant Instructions** – required documentation
- 8) **Consent Forms** – required documentation
- 9) **Other Materials Used** – required documentation
- 10) **Other Institutional Approvals (e.g. Ethics Board)** – required documentation
- 11) **Other Documents** – required documentation if applicable
- 12) **Signed Declaration Form** - The declaration form needs to be downloaded & printed, completed and uploaded in the online application

To submit your application, you will need to fill in the required details. The mandatory fields are marked with a red asterisk (*). There are six (6) field types which are explained in page 4. The requested details are listed on pages 5 - 7.

When all the required details are filled in, you may submit the application by clicking on the '**SUBMIT**' button at the bottom of the page.

Field Types

| Field Type | How it Looks | How to Enter Data | How to Delete Data |
|-----------------|---|---|---|
| Date | <input type="text"/> | Click on the textbox and enter date. The date should be in DD/MM/YYYY format. (e.g. 30/12/1986) | Click on the x button (Internet Explorer Only) on the top right-hand corner to remove all content or use the Backspace/Delete key to delete accordingly |
| Dropdown | <input type="text" value="▼"/> | Click on the dropdown and select the option | Click on the dropdown list and select the blank option |
| File | <p>In Google Chrome:</p> <p style="text-align: center;"><input type="button" value="Choose File"/></p> <p>In Internet Explorer:</p> <p><input type="text" value="Browse..."/></p> | Click once on the button. A dialog box will appear which enables you to search for the file. When you locate the file, double click on it (or else click once on the file and proceed to select 'Open'). The dialog box will close and the name of the uploaded file will appear adjacent to the button | <p>In Google Chrome: Click once on the button. A dialog box will appear. Hit the 'Esc' button on the keyboard (or click on 'Cancel' button).</p> <p>In Internet Explorer: Drag the mouse to highlight the text identifying the file name and press the Backspace/Delete key.</p> <p>You will notice that the name of the file is no longer displayed adjacent to the 'Choose File' button</p> |
| Numeric Textbox | <input type="text"/> | Click on the textbox and simply type in. Only numbers are accepted | Click on the x button (Internet Explorer Only) on the top right-hand corner to remove all content or use the Backspace/Delete key to delete accordingly |
| Textbox | <input type="text"/> | Click on the textbox and simply type in | Click on the x button (Internet Explorer Only) to remove all content or use the Backspace/Delete key to delete accordingly |
| Text Area | <div style="border: 1px solid black; height: 80px; width: 100%;"></div> | Click on the text area and simply type in | Use the Backspace/Delete key to delete accordingly |

Requested Details

| | Field No | Field Name | Field Type | Required |
|---|----------|---|-----------------|--|
| Applicant Details | 1 | Identity Card / Passport Number | Textbox | Yes |
| | 2 | Name | Textbox | Yes |
| | 3 | Surname | Textbox | Yes |
| | 4 | Contact Number | Numeric Textbox | No |
| | 5 | E-mail | Textbox | No |
| | 6 | Address | Text Area | Yes |
| Details of Course Being Followed | 7 | Course | Textbox | Yes, if you are following a course |
| | 8 | University / Educational Entity | Textbox | Yes, if you answered field No. 7 and you are following a course |
| | 9 | Year | Textbox | Yes, if you answered field No. 7 and you are following a course |
| | 10 | Department | Textbox | Yes, if you answered field No. 7 and you are following a course |
| | 11 | Proposed Title of Dissertation | Text Area | Yes, if you answered field No. 7 and already know the proposed title of dissertation |
| | 12 | Brief Description (<i>aim or the research</i>) | Text Area | Yes, if you answered field No. 7 and already know the proposed title of dissertation |
| Details of Research Supervisor/s | 13 | Name | Textbox | Yes, if you have a research supervisor |
| | 14 | Surname | Textbox | Yes, if you answered field No. 13 and have a research supervisor |
| | 15 | E-mail | Textbox | No |
| | 16 | Contact Number | Numeric Textbox | No |
| | 17 | Name | Textbox | Yes, if you have a second research supervisor |
| | 18 | Surname | Textbox | Yes, if you have answered field No. 17 and have a second research supervisor |
| | 19 | E-mail | Textbox | No |
| | 20 | Contact Number | Numeric Textbox | No |
| | 21 | Date From (DD/MM/YYYY) | Date | Yes, if you know start date of project |
| | 22 | Date To (DD/MM/YYYY) | Date | Yes, if you know end date of project |
| | 23 | Number of Participants Required | Numeric Textbox | No |
| | 24 | Details (<i>Salient characteristics of Participants</i>) | Text Area | Yes, if you answered field No. 7 and already know the proposed title of dissertation |
| | 25 | Details (<i>Recruitment of participants. Proposed sampling method should be included</i>) | Text Area | Yes, if you answered field No. 7 and already know the proposed title of dissertation |

| | Field No | Field Name | Field Type | Required |
|----------------------------------|-----------------|--|-------------------|--|
| | 26 | Details (<i>How are Participants Recruited? (Include information about the proposed sampling method)</i>) | Text Area | Yes, if you answered field No. 7 and already know the proposed title of dissertation |
| | 27 | Details (<i>What do subjects do, or what is done to them, or what information is gathered and through which tools? How many times will observation, tests, etc. Be carried out? How long will their participation take?</i>) | Text Area | Yes, if you answered field No. 7 and already know the proposed title of dissertation |
| Data Categories Collected | 28 | Race / Ethnic Origin | Dropdown | Yes |
| | 29 | Political Opinions | Dropdown | Yes |
| | 30 | Health | Dropdown | Yes |
| | 31 | Sex Life | Dropdown | Yes |
| | 32 | Religious / Philosophical Beliefs | Dropdown | Yes |
| | 33 | Trade Union Memberships | Dropdown | Yes |
| | 34 | Genetic Information | Dropdown | Yes |
| | 35 | Other Potentially Sensitive Information | Textbox | No |
| | 36 | Details (how collected data is planned to be analysed) | Text Area | Yes, if you answered field No. 7 and already know the proposed title of dissertation |
| | 37 | Details (<i>Do participants risk any harm? (Physical, Psychological, Legal, Social, by Participating in The Research?) Are the risks necessary? What safeguards do you take to minimise the risks?</i>) | Text Area | Yes, if you answered field No. 7 and already know the proposed title of dissertation |
| | 38 | Details (<i>Are participants deliberately deceived in any way? (If so, what is the nature of the deception? Is it likely to be significant to participants? Is there any other way to conduct the research that would not involve deception, and, if so, why have you not chosen that alternative? What explanation for the deception do you give to participants following their participation?)</i>) | Text Area | Yes, if you answered field No. 7 and already know the proposed title of dissertation |
| | 39 | Details (<i>Are there any other potential ethical issues? (Please explain how these will be dealt with)</i>) | Text Area | Yes, if you answered field No. 7 and already know the proposed title of dissertation |

| | Field No | Field Name | Field Type | Required |
|----------------------------|-------------------------|---|---|--|
| | 40 | Details (<i>How will participation in this research benefit participants? (If participants will be "debriefed" or receive information about the research project following its conclusion, how do you ensure the educational value of the process?))</i>) | Text Area | Yes, if you answered field No. 7 and already know the proposed title of dissertation |
| Necessary Documents | 41 | Reference Letter of Supervisor | File | Yes, if you have a reference letter of supervisor |
| | 42 | Tests | File | Yes, if you have tests |
| | 43 | Interview Guidelines | File | Yes, if you have interview guidelines |
| | 44 | Questionnaires | File | Yes, if you have questionnaires |
| | 45 | Information Sheets | File | Yes, if you have information sheets |
| | 46 | Debriefing Materials | File | Yes, if you have debriefing materials |
| | 47 | Participant Instructions | File | Yes, if you have participant instructions |
| | 48 | Consent Forms | File | Yes, if you have consent forms |
| | 49 | Other Materials Used | File | Yes, if you have other materials used |
| | 50 | Other Institutional Approvals (e.g. Ethics Board) | File | Yes, if you have other institutional approvals |
| | 51 | Other Documents | File | Yes, if you have other documents |
| 52 | Signed Declaration Form | File | Yes, the Declaration Form needs to be completed | |