**MVEAR 4.0 GROUP ASSIGNMENT PROPOSAL FORM**

***Form to be submitted by the Group to the Tutor.***

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| **Assignment Title:** | |
| **Main Area of Study being Proposed:** | |
| **Name of Researchers:** | |
| **Signature of Researchers** | **Date of submission of Form** |
| **Name of Tutor** | |
| **Research Abstract or Summary of Research** | |
| *Prompts:*   * *What is your research about?* * *What are your objectives and targeted deliverables?* * *What do you expect to be the analytical outcome of your research?* | |
| **Target Participants and Research Methods for Data Collection and Analysis** | |
| *Prompts:*   * *What methodology are you adopting, ie. qualitative, quantitative, experiment based, other?* * *If acquiring data from participants, who are they, and how were they selected?* * *How do you intend to gather the data, ie. open vs closed ended questions, secondary data, tools?* | |

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| **Research Project Plan and Envisaged MCAST Resource Requirements (*if any*)** |
| *Prompts:*   * *Provide a simple project timeline, possibly identifying key milestones.* * *State what MCAST resources or assistance you may require, that MCAST may be in a position to provide.* * *The overall success of the team is a function of shared responsibility and ownership. Thus, the group is expected to:*  1. *Identify the main objectives of the team* 2. *Establish a plan of action and timeframes for each stage within the action:*    1. *Define the role of each member of the group.*    2. *Identify the responsibilities of each member by:*       1. *Identifying the individual ‘job description’;*       2. *Identifying the tasks and sub-tasks each member needs to deliver within an agreed timeframe.* 3. *Articulate the expectations all members hold of one another to accomplish the team’s objectives.* 4. *Establish how the team will plan and retain communication throughout the development of the assignment***.** |
| **Ethical Considerations – Please ensure that all 4 boxes further below are filled in:**  *Refer to guidance points below. You are also additionally required to read MCAST Document 074 ‘Research Ethics Policy and Procedure’ that is available on the College website via link* [*http://www.mcast.edu.mt/MainMenu/Full-TimeCourses/Rules,PoliciesandRegulations.aspx*](http://www.mcast.edu.mt/MainMenu/Full-TimeCourses/Rules,PoliciesandRegulations.aspx)   1. *Research shall be conducted in such a manner so as to avoid any psychological and physical harm to humans and animals and financial damage to organizations* 2. *Only the Tutor and assessor/s will have access to any data gathered.* 3. *Participants will remain free to withdraw from the study at any time without having to provide any reason. In the case of withdrawal, all the records and information collection will be deleted.* 4. *The participant, who is the sole proprietor of the data provided, is granting that such data would be processed for this study purposes only.* 5. *The data collection process will be a transparent process.* 6. *All transcriptions and/or electronic recordings reflecting the data collected, once exhausted, are to be deleted* 7. *Confidentiality, anonymity and data protection procedures are to be ethically abided by.* 8. *The researcher would provide a soft copy of the study to the participant, if required.* |
| *Enter details here regarding possibility of issues regarding confidential personal data:*  *Prompts:*   * *How will you ensure that no personal data or confidential data is divulged?* * *How will you ensure that participants’ identities are not divulged (ie. kept anonymous)?* |
| *Enter details here regarding possibility of physical harm (if any):*  *Prompts:*   * *How will you ensure that no person or animal gets hurt during the implementation of the research?* * *What Personal Protective Equipment (PPE) will you be needing/using, if any?* * *Do you need to apply any foreseen risk mitigating measures?* |
| *Enter details here regarding possibility of moral harm:*  *Prompts:*   * *What steps will you take to avoid unduly offending or disturbing the well-being of the participants?* * *How will you avoid any possible psychological, spiritual or cultural offence to participants?* * *How will you ensure that the interests and rights of minors / vulnerable / disabled persons / specific social groups are safeguarded where necessary?* |
| *Enter details here regarding possibility of business harm:*  *Prompts:*   * *How will you ensure that participants do not suffer any competitive disadvantage as an outcome of the research?* * *How will you ensure that confidential business ideas and data are protected and not divulged?* |