



These pages should accompany the ATP forms.

Foreword to the Researcher and XU employee.

These **Agreement to Participate (ATP) Request Form(s)** are made available by the Kinaadman University Research Office (KURO), to facilitate the request of **internal and external researchers** to engage XU employees and students in a research study,

The provisions and processes indicated in the Form(s) also serve to remind **XU employee** (faculty, staff, and students) to the limits of the participation, the data allowed to be shared, and the approvals required, for any or all of the following research activities:

ATP Request Form	Engagement Type	Purpose & Focus
ATP Form 1	As Research Participant	Required when an XU employee or student is the direct subject of a study.
ATP Form 2	As Secondary Data Provider	Required when an XU employee is asked to provide existing, non-public organizational data.
ATP Form 3	As Access/Connection Provider	Required when an XU contact is asked to facilitate access to Higher Education student participants. Note: Access to BE students will require another level of permission which includes parents/guardians.

The issuance and required completion of the **ATP Request Form** is based on the following critical intentions:

1. Pre-Assessment and Resource Management	To ensure that a preliminary assessment of data requested, ethical considerations, and XU Employee agreement is secured BEFORE the researcher invests significant time, effort, or money.
2. Ethical and Legal Compliance	To ensure both the researcher and the XU employee know and observe ethical practices and the Data Privacy Law.
3. Protection of Identifying Information	Identifying information (e.g. names, ID numbers, email addresses, social media accounts, etc.) MUST NOT be divulged without explicit permission from the person(s) concerned and MUST be anonymized in the research write-up.
4. Preventing Undue Influence/Coercion	To ensure the recruitment of participants is done without undue influence of authority or duress (e.g., by a subject teacher or supervisor). The actual recruitment must be done by the researcher only after permission is granted.
5. Ensuring Non-	To emphasize that the assistance provided must not inconvenience and



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KINAADMAN: UNIVERSITY RESEARCH OFFICE



Inconvenience	take too much time and effort away from the XU employee's work. A token of appreciation is within ethical considerations, ideally for effort outside of work hours.
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4-Stage Approval Process

1. KURO Submission:	Initial pre-assessment of data scope. Obtain the ATR form online via Research Website.
2. Research Ethics Office (REO) Review:	Mandatory blind ethics review (fee required for external researchers). Internal research should have prior REO clearance.
3. XU Employee Agreement:	Formal agreement by the contact person. The assistance provided must cause inconvenience or take excessive time and effort from the XU employee.
4. Final Clearance:	Official approval issued by KURO, confirming all compliance standards are met.
Once the KURO clearance is obtained, the researcher can then be entertained by the XU employee or student for the research engagement being requested.	

Thank you for your cooperation.

(Sgd) **Heide R Rabanes, PhD**
Dean for Research/
Director, KURO