Ethics application form

Section 1) Coversheet

* 1. Contact information

Name

ACT College / organisation

Email Address

Phone Number

* 2. I am

* 3. What type of research?

* 4. Who is responsible for developing and leading the research?

* 5. Contact email for responsible person, same as above?

- Yes
- No

* 6. Proposed start date and end date of human participation research period (not the length of unit of study or candidature time)

Date from

DD/MM/YYYY

Date to

DD/MM/YYYY

* 7. Institution

Research aims

* 8. State the aims of your research. (50-100 words)

* 9. **Explain the need for, and value of, your research.**

Place the aims in the context of existing research or practice. Give a succinct description in plain language of the background and potential significance of the research project. Include a list of not more than 20 key references at appendix 1.

(100-300 words)

10. Appendix 1: Reference list

Choose File No file chosen

* 11. What research methods will you use (tick those applicable):

- [ ] Anonymous or Internet questionnaires
- [ ] Questionnaires requesting intimate personal, identifying, or sensitive information
- [ ] Face to face interviews which do not request personal or sensitive information
- [ ] Face to face interviews which request personal or sensitive information
- [ ] Other (please specify)
- [ ] Observation of participant's usual activities
- [ ] Focus groups
- [ ] Observation of an activity set up for the purposes of the study
- [ ] Action Research

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Section 2) Ethics Protocol

Please read Ethics Protocol Guidelines on the info page before completing this section.

Research Methodology & Method

Use the following outline as a guide to your Ethics Protocol submission. The word lengths are only indicative. Less involved research may require fewer words than suggested. Where you consider a question to be not relevant to our study, simply write N/A.

* 12. **List your research questions or hypotheses.**

Your protocol should clearly identify the questions which you want your research to answer. Depending on your methodology, these questions may be refined as your study progresses.

(50-100 words)

* 13. **Outline your research design and method(s).**

The HREC must be convinced that your research methods can be expected to produce valid results.

Describe your research tools or provide the instrument you propose to use to gather your data at appendix 2.

(250-300 words)

14. Appendix 2: Research tools

Choose File No file chosen

* 15. **Indicate whether your research is the first stage of a larger project.**

If it is, briefly explain your intentions for the development of your study to facilitate further ethics approval if you do extend your research project.

(50-100 words)

Research participants

* 16. Who will be approached or recruited to be research participants? How many participants will be involved in your study (give upper and lower limits of sample size)?

(50-100 words)

* 17. List the selection and, if appropriate to your study, the exclusion criteria for participants.

(50-100 words)

* 18. How will you recruit volunteers for your research?

If you will use advertisements, flyers or other recruitment material please provide a copy of these materials in appendix 3.

(200-300 words)

19. Appendix 3: Recruitment material

Choose File No file chosen

* 20. How much time are you asking of each participant and when will the time be required?

(50-100 words)

* 21. **How will you provide detailed information about your study to potential participants?**

Include as appendix 4 the Participant Information Sheet that you will use.

If you intend to provide information and consent forms in a language other than English, please also include the original language versions and an English translation in appendix 4.

(50-100 words)

22. Appendix 4: Participant Information Sheet

Please ensure that any documents you provide to research participants have been carefully proofread prior to submission to the HREC.

Choose File No file chosen

* 23. **Describe how you will obtain consent to participate from those volunteering as participants for your research.**

Include as appendix 5 the Consent Form(s) that you will use.

Please note that consent is not required for anonymous questionnaires. Return of the completed questionnaire indicates consent.

(100-200 words)

24. Appendix 5: Consent Form

Choose File No file chosen

* 25. If you draw your research participants from any dependent group (people who have an unequal power relationship with you or with an organisation which is cooperating in the research), please detail how you will ensure that they do not feel under any obligation to assist you with your research.

(100-200 words)

* 26. Describe how you will preserve participants' confidentiality as you collect and analyse the data, and when you report the results.

(50-100 words)

* 27. How will you address any potential risks (physical, emotional, social or legal) to individual participants' wellbeing (beyond those normally encountered in everyday life) as a result of their involvement in the research? Detail the steps you will take to address these risks including any support facilities such as counselling, debriefings or referrals.

(100-200 words)

* 28. If there are any potential safety implications for you as the researcher (beyond those normally encountered in everyday life), please indicate how you will address them.

(50-100 words)

* 29. Identify the locations where you will undertake the research, and any potential risks to the participants at those locations, and how you propose to manage those risks.

(50-100 words)

* 30. Please detail any payment, reimbursement or other benefit research participants could receive, and provide a justification for it.

(50-100 words)

Recording, reporting, storage and access to the research data and results

Candidates and supervisors are advised to take into account the guidelines in the Australian Code for the Responsible Conduct of Research 2007, Part A, Section 2 Management of research data and primary materials.

* 31. **Describe briefly how the research data will be recorded, for example, audiotape, videotape, or written notes.**

Please note that explicit consent must be obtained from participants if material is to be audio- or videotaped or photographed. Provision for this should be included in the consent form.

(50-100 words)

* 32. Describe what you will do with the recorded data once it has been analysed. How long will you retain the data? How will it be secured over that period of time? How will you destroy the data at the end of that period?

(50-100 words)

* 33. Specify who, apart from yourself and your supervisors, if applicable, will have access to the research data and results. Nominate any conditions you would like placed on that access.

(25-50 words)

* 34. How will you provide opportunity for research participants to confirm the accuracy of the transcripts and/or notes of their contributions which you plan to use in your reporting of the research?

(50-100 words)

* 35. How will you communicate to the research participants a summary of your research findings and where to access the full report?

* 36. Describe the procedures you will use to prepare participants for any distress, embarrassment or other harm that might arise when the data is reported.

(50-100 words)

* 37. Are there any other ethical issues raised in your research proposal not already identified? Detail how you have responded to them?

Ownership of the research

* 38. **Detail who will own the data and the results of your research.**

Student researchers normally own the data that they collect, unless a collectivity or institution has approved its collection, and therefore be entitled to joint ownership of it.

(25-50 words)

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Section 3) Checklist (Y/N)

* 39. Does the research involve children and/or young people? (NS 4.2)

40. If yes, provide evidence that appropriate training and screening to work with children and/or young people has been obtained.

Choose File No file chosen

* 41. Does the research involve a dependent or unequal relationship between the researcher and any of the research participants? (For example, minister and parishioners.) (NS 4.3; NS 2.2.9)

42. If YES to previous question, please indicate your role within the group or organization (if applicable), and how long you have been in that role:

* 43. Does the research involve people highly dependent on medical care who may be unable to give consent? (NS 4.5)

* 44. Does the research involve people with a cognitive impairment, and intellectual disability, or a mental illness? (NS 4.6)

* 45. Does the research involve participation of Aboriginal, Torres Strait Islander or Maori people who have been selected as research participants because they are indigenous Australians/New Zealanders? (NS 4.7)

* 46. Does the research involve any artifacts that are of cultural, spiritual or religious significance to Aboriginal Torres Strait Islander or Maori people? (NS 4.7)

* 47. Does the research involve people in countries other than Australia? (NS 4.8)

* 48. Could the research place research participants at risk of harm? (NS 2.1)

* 49. Is there any potential risk to the researcher's safety, beyond that normally encountered in everyday life, as a result of their involvement in the research?

* 50. Do you plan to vary the usual written consent processes? (NS 2.2.1-2.2.7; NS3.1.16: 3.1.17)

* 51. Does the study have potential legal implications for the researcher, the researcher's college or the ACT? (NS 4.6)

* 52. Is data collection to take place outside Australia/New Zealand? (NS 4.8)

* 53. Is approval required to access personnel, clients or records from any institution or organisation?

* 54. If YES, have you provided written evidence of the approval in appendix 6?

55. In NO, please state why not. Click here to enter text.

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CV uploads

56. Appendix 7: Candidate's brief CV

Choose File No file chosen

57. Appendix 8: Supervisor's brief CV

Choose File No file chosen