**School of Communication and Arts**

**Application Form (*for Students*) for Ethical Clearance**

**PROJECT NOº**

(office use only)

**Based on protocols for PhD and Staff Research developed by:**

**Medical Research Ethics Committee (MREC)\***Please refer to last page

###### Behavioural & Social Sciences Ethical Review Committee (BSSERC)

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| **Project Title:** |
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| **Principal Investigator:** |  |
| **Staff No/Student No:**  (cross out if not relevant) |  |
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| **Project Co-ordinator (or authorised contact)** |  |

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| **Principal Advisor (Supervisor):** |  |

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| **School/ Enrolling Unit:** |  |

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|  | **Telephone** | **Fax** | **Email** |
| **Contact details of Principal Investigator** |  |  |  |
| **Contact details of Project**  **Co-ordinator or Principal Advisor** |  |  |  |

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| **Funding Body/Degree Enrolled:**  (cross out if not relevant) |  |
| **If Project Funded - What year?** |  |

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| **Does this submission hold other ethical clearance? YES NO Note:** Copies from other **AHEC** fullyregistered ethics committeesmust be attached. |

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| **PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS:** |
| **1) Who are the participants or informants?** (e.g., Children, University students, or other persons.)  **Note:** Details of approximate number, age range, and male/female ratios are required. |
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| **2) Vulnerable Groups** |
| The NHMRC has identified certain social groups as vulnerable and requires all researchers to take special care to protect the interests of these groups if they are in any way involved in the project. Those groups include: **children** (Section 4); **intellectually disabled** (Section 5); **those people highly dependent on medical care** (Section 6); **those people in dependent relationships** (Section 7); and **collectivities with their own social structures linked by a common identity and or common customs** (Part 8). Separate guidelines have been developed for **Aboriginal and Torres Strait Islander Peoples** (Part 9).  In preparing your research project and application for ethical clearance, you should investigate thoroughly, through consultation with supervisors, colleagues in your school and other professional groups/organizations, how these vulnerable groups may or may not be represented in your research.  Note: If participation of vulnerable groups is a focus of the research, the protocol cannot qualify for expedited review (unless other current HREC clearance is held and a copy provided). |
| 2a) Aboriginal and Torres Strait Islanders Group |
| Specify how this proposal accommodates / addresses the needs and interests of any Indigenous Australians who may be involved (as part of a sample, as volunteers or as the specific focus of the research). [For further assistance on Indigenous cultural issues, please contact the UQ Aboriginal and Torres Strait Islander Studies Unit.]  no participation likely some participation likely a focus of the research    **Provide a careful and considered rationale for your response:**  [Reasoning for the exclusion or inclusion of strategies to focus on this group must be clearly stated in your application for ethical clearance. All three possible responses require a considered statement, detailing your rationale] |
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| **2b) Other Vulnerable Groups** |
| Specify how this proposal accommodates / addresses the needs and interests of any of the above groups that may be involved (as part of a sample, as volunteers, or as the specific focus of the research). Specify the groups.  no participation likely some participation likely a focus of the research    Provide a careful and considered rationale for your response: [Reasoning for the exclusion or inclusion of strategies to focus on any of these groups must be clearly stated in your application for ethical clearance. All three possible responses require a considered statement, detailing your rationale] |
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| **3) Participant recruitment details: Please provide exact details of contact.** |
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| **4) In “every-day” or “lay language” please provide a summary of the project – including aims and benefit:** |
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| **5) Give details of the research plan:**  **Note:**  The committee needs sufficient information to put into context the ethical considerations listed in later questions. |
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| **6) Give details of the ethical considerations attached to the proposed project:** |
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| **7) How will informed consent be obtained from participants or informants?** |
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| **8) Provide details of procedures for establishing confidentiality and protecting privacy of participants or informants:** |
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| **9) Researchers must ensure that all data, particularly data containing personal information (ie, information that can identify the person), are secure both at the point of storage and during transit.** Researchers must be aware of relevant legislation and guidelines governing privacy:- *Information Privacy Act* (Qld) 2009, *Privacy Act* (Cth) 1988, and Guidelines under S95 and S95A of the *Privacy Act* (Cth).  **Provide details of data security and storage:** |
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| **10) In what form will the data be collected:**  Note:Tick the most appropriate box: |
| **(i)** Identified **(ii)** Potentially Identifiable **(iii)** De-Identified |

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| **11) In what form will the data be stored and/or accessed:**  Note: Tick the most appropriate box: |
| **(i)** Identified **(ii)** Potentially Identifiable **(iii)** De-Identified |

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| **12) Give details of how feedback will be available to participants or informants:** |
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| **13) Does the project involve any of the following possibilities? YES NO**  **If YES,** please provide details. |

a) The possibility of physical stress/distress, discomfort

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b) The possibility of psychological/mental stress/distress, discomfort

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1. Deception of/or withholding information from, participant at **ANY** stage of the project

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1. Access to data held by a Commonwealth Department or other External Agency

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| **14) Please Indicate What You Think Is The Level Of Risk For Prospective Participants Against The Scale Below:**Tick the most appropriate box. (Refer to the UQ Guidelines) | | | | |
|  | |  | **Extreme Risk** | |
|  | |  | **High Risk** | |
|  | |  | **Some Risk** | |
|  | |  | **Minimal Risk** | |
|  | |  | No Foreseeable Added Risk Above the Risks of Everyday Living | |

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| **15) Please provide details to assist the committee as to why you indicated the level of risk to prospective participants or informants in the question above** (Question 14)**:** |
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| **16) How has the possibility of withdrawal from the project been addressed?**  **Note:** Ensure that details and effects of withdrawal without prejudice AT ANY TIME have been considered and explained. Refer to the NHMRC’s *National Statement* section 2.2.19 – 2.2.20. |
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| **Please note that this section (question 17) must be completed for funded research or the application will not be processed.** |
| **17 a) Is this project receiving financial support to conduct the research? YES NO** |
| **17 b) If Yes,** from what source(s)? |
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| **17 c) Who will be administering the budget?** |
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| **17 d) Please provide details of the budget distribution.** (Or attach a copy of the budget statement.) |
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| **17 e) Provide details of any other “in kind” support for the project or direct or indirect payment to any investigator** |
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| 17 f) Please provide details of participant reimbursement for their involvement in the Project, is any:  **Note:** This could be cash payment, food vouchers, free services, or movie passes, etc. |
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| **18) In undertaking this research do any “conflict of interest” issues arise? YES NO**  **If YES,** please provide details.  **Note:** Conflict of Interest may arise, for example, because a researcher, or someone close to the researcher, stands to benefit financially from the research or the carrying out of the project or because inconsistent or incompatible obligations exist. Refer to section 5.4 of the NHMRC’s *National Statement*. |
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**ATTACHMENTS:**

**1) Participant Consent Form (or Online survey consent & information) YES NO**

Note: for examples of what should be included in a consent form, please consult page 12 of the [UQ Guidelines for Ethical Review of Research Involving Humans](http://www.uq.edu.au/research/integrity-compliance/files/human/uq_guidelines.rtf)

**2) Participant Information Sheet YES NO**

Note:for External Use - forms should be released on letterhead and contain University Ethical Paragraph:

This study has been cleared in accordance with the ethical review guidelines and processes of the University of Queensland. These guidelines are endorsed by the University’s Human Ethics Committee, and registered with the Australian Health Ethics Committee as complying with the National Statement. You are free to discuss your participation in this study with project staff (contactable on …………….). If you would like to contact an officer of the University not involved in the study, please email the School Ethics Officer, Associate Professor Kelly Fielding ([k.fielding@uq.edu.au](mailto:k.fielding@uq.edu.au)).

**3) Questionnaire** (if applicable) **YES NO**

Note: please attach ONLY those developed or adapted specifically for this project

**4) Indemnity agreement YES NO**

**5) CTN (Clinical Trial Notification Form) YES NO**

**6) Gatekeepers or Permission-Givers YES NO**

**Note:** A 'gatekeeper' or ‘permission-giver’ is a person authorised to write a letter of Authority and Recognition from an organisation of any type involved with the research, which gives permission to the researcher for access to the population under the gatekeeper’s or ‘permission-giver’s’ authority.

**7) Bibliographic references YES NO**

**8) Other - please specify**

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### DECLARATION

We/I, the undersigned researcher(s) have read the University of Queensland’s Guidelines for Ethical Review of Research Involving Humans and the NHMRC’s *National Statement on Ethical Conduct in Human Research*, and agree to abide by them in the conduct of this research. It is understood that this includes the reporting and monitoring roles associated with the approval by the University of Queensland.

### Signature of Principal Investigator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: / /**

**Signature of Supervisor** (if applicable)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: / /**

**Email your completed form to the School of Communication and Arts Ethics Officer, Dr Lisa O’Connell,** [**l.oconnell@uq.edu.au**](mailto:l.oconnell@uq.edu.au)**.**

### RECOMMENDATION

🞏 Ethical Clearance is approved

🞏 Ethical Clearance must be sought from UQ’s Human Ethics Committee: <http://www.uq.edu.au/research/integrity-compliance/human-ethics>

🞏 Ethical Clearance is not approved

### Signature of School of Communication and Arts Ethics Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: / /**

**ADDITIONAL INFORMATION**

* Application information, including the UQ Guidelines, can be found on our website:

<http://www.uq.edu.au/research/integrity-compliance/>

* The NHMRC’s *National Statement* can be found on the following website: <http://www.nhmrc.gov.au/publications/synopses/e72syn.htm>
* Aboriginal and Torres Strait Islander Studies Unit website:  [http://www.uq.edu.au/atsis/](http://www.uq.edu.au/ATSIS/) (which includes links to sites including the Australian Institute of Aboriginal and Torres Strait Islander Studies Unit under Cool Sites). Enquiries to the Aboriginal and Torres Strait Islander Studies Unit can be made on: 3365 6714 (ext 56714).

Full Review of applications may take a minimum of eight weeks from the time of submission. Expedited Review and Amendments may take a minimum of three weeks.

* NHMRC: National Health and Medical Research Council
* AHEC: Australian Human Ethics Committee
* HREC: Human Research Ethics Committee and, for the purposes of this application, means an AHEC registered committee.

**Last Update 22/12/2015**