THE UNIVERSITY
OF QUEENSLAND

CLEARANCE NOº
(office use only)

APPLICATION FORM FOR ETHICAL CLEARANCE FOR RESEARCH INVOLVING HUMAN PARTICIPANTS

For review by the School of Languages and Cultures Ethical Clearance Committee for research involving human participants carried out by RHD, postgraduate coursework, honours and undergraduate students in the School.

IMPORTANT NOTES:

BEFORE completing this form students MUST refer to guidelines pertaining to Ethical Clearance applications at the following website: http://www.nhmrc.gov.au/publications/synopses/e72syn.htm

DO NOT change the font-size, margins or other formatting of this form. Boxes will expand to accommodate additional text.

- **Forms must be submitted as ONE Word document email attachment.**
- **Students MUST include completed Application Checklists with their application.**

Application for:

☐ Undergraduate Project
☐ Honours Project
☐ MA Coursework Project

☐ MPhil
☐ PhD
Have you completed the Confirmation process?   **YES /NO**

Project Title:

	First Name:		Family Name	
Student Name				
Student No:				

	Name	**School**	**Email**	**Phone**
Principal Advisor:				
Assoc. Advisor:				

	Telephone	**Email**
Student Contact details:		

Project Location:	Project Duration:

Other Approvals

A. Is this submission identical or very similar to a previously approved protocol?   YES/NO

If **YES**, please provide clearance noº **and** indicate whether identical or very similar):

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B. Does this submission hold other ethical clearance?   **YES/NO**

Note: Copies from other **HREC** registered ethics committees must be attached.

PLEASE ANSWER <u>ALL</u> OF THE FOLLOWING QUESTIONS:

1) Who are the participants or informants?: eg, Children, University students, or other persons.
   Note: Details of inclusion/exclusion criteria including approximate **<u>number</u>** (provide justification), age range, and male/female ratios are required.

2a) The *National Statement* has identified certain groups with specific ethical considerations. Researchers must take special care to protect the interests of these groups if they are in any way involved in the project. Those groups include: **pregnant women and the foetus** (Ch 4.1); **children and young people** (Ch 4.2); **people in dependent or unequal relationships** (Ch 4.3); **people highly dependent on medical care** (Ch 4.4); **people with cognitive impairment, intellectual disability, or mental illness** (Ch 4.5); **people involved in illegal activities** (Ch 4.6); **Aboriginal and Torres Strait Islander peoples** (Ch 4.7); **people in other countries** (Ch 4.8).

If you are undertaking research that involves the participation of any of the following groups. please confirm that you have read the relevant statement.

I confirm I have read the applicable Guidelines covering research that involves the participation of the following groups, as determined by the National Statement   YES / NO

☐   Children and Young People (Chapter 4.2)

☐   People in dependent or unequal relationships (Chapter 4.3)

☐   People in other countries (Chapter 4.8)

Involvement of any other group requires the application to be referred to the central UQ Human Ethics Research Committee.

2b) People in Australia belonging to other cultural or ethnic groups.

Are there any ethical considerations that may arise as a result of collection from other cultural or ethnic groups in Australia? [for example, are there any particular customs, practices, or conditions which should be taken into account]:   **YES / NO**

If YES, please provide details:

Have you consulted anyone with knowledge to provide guidance? Who? Why:

2c) People in overseas countries

Does your project involve data collection in an overseas country?:   **YES/NO**

If YES, what ethical considerations may arise as a result of such data collection, which are different from those arising from data collection in a general Australian context? [for example, are there any particular local laws, customs, practices, or conditions which should be taken into account?]:

Have you consulted anyone with knowledge to provide guidance? Who? Why:

2d) Does your project involve collecting data from children and young people?   **YES / NO**

If YES, what ethical considerations may arise as a result of researching with children and young people, which may be different from research with adults?
[for example, consideration of varying language and literacy levels and unequal relationships in the consent process, choice of identity and identity disclosure, design of methods, data collection and communication of results?]:

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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 CONCISE summary of the project – including aims and benefits:

5) Give details of the research plan:
Note: The committee needs sufficient information to put into context the ethical considerations listed in later questions.

RESEARCH STAGE (what month & stage will data be collected)	DATA COLLECTION (how, how long & by whom)	PARTICIPANTS (which & how many will be involved)

Add extra rows as required

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6) Give details of the ethical considerations attached to the proposed project:

7a) How will informed consent be obtained from participants or informants?

7b) Gatekeeper Approvals
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.

i) Are gatekeeper approval/s required for the research?:   **YES / NO**

ii) If YES, who are the gatekeeper/s and how will their approvals be sought and obtained?
(If gatekeeper approval/s have already been obtained, then please attach copy. Please forward copies of gatekeeper approvals to the Ethics Officer when received).

8) Provide details of procedures for establishing confidentiality and protecting privacy of participants or informants (eg pseudonyms, codes etc):

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).

9a) Where will data be stored (eg, UQ office of researcher), and what measures will be taken to ensure security of data (eg, locked filing cabinets, computer hard-drive protected by password/encryption/de-identification of data, etc)?

9b) Will data be stored on, or taken to, premises other than secure UQ premises (eg, researcher's home)?:
YES/NO

If YES, then what measures will be taken to ensure security of data at these premises?

9c) What measures will be taken to ensure security of data during transit? (eg, if data is on hard-drive – protection by password/encryption/de-identification of data, etc).

9d) Will persons other than you and your supervisors have access to the data?:
YES/NO

If YES, then please specify these persons, state why these persons have access, and what provisions are in place to ensure the confidentiality of data by these persons.

10) In what form will the data be <u>collected</u>:
   Note: Tick the most appropriate box:

(i) Individually identifiable ☐

(ii) Re-identifiable ☐

(iii) Non-Identifiable (ie, not able to be re-identified) ☐

11) In what form will the data be <u>stored and/or accessed</u>:

Note: Tick the most appropriate box:

(i) Individually identifiable ☐

(ii) Re-identifiable ☐

(iii) Non-Identifiable   (ie, not able to be re-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? If so , give details.

☐   The possibility of physical stress/distress, or discomfort

☐   The possibility of psychological/mental stress/distress, or discomfort

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

☐   Access, <u>by the investigators</u>, to data held by a Commonwealth Department or Agency (Please also specify number of records to be accessed)

☐   Access, <u>by the investigators</u>, to data held by other bodies or people (Please also specify the number of records to accessed)

☐   Access to data (eg, medical records), <u>by other bodies or people not the investigators</u>.

☐   Use of questionnaires, interviews, or focus groups with questions or topics which are sensitive, have potential to cause distress, or may reveal illegal activity

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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 National Statement, Chapter 2*).* If your project does not meet the guideline for low or negligible risk, you must apply through a central UQ HRE Committee.

☐   Extreme risk

☐   High Risk

☐   Some Risk

☐   Low Risk

☐   Negligible Risk

14b) Please provide details to assist the committee as to why you indicated the level of risk to prospective participants or informants

15) 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 http://www.nhmrc.gov.au/book/chapter-2-2-general-requirements-consent

16a) Is this project receiving financial support to conduct the research?   **YES/NO**

16b) If Yes, from what source(s)?

16c) Please provide details of participant reimbursement for their involvement in the Project, if any:
Note: This could be cash payment, food vouchers, free services, or movie passes, etc.

17) In undertaking this research do any "conflict of interest" issues arise?   **YES/NO**

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 http://www.nhmrc.gov.au/book/chapter-5-4-conflicts-interest

If YES, please provide details
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INSERT PARTICIPANT INFORMATION SHEETS HERE

INSERT CONSENT FORMS HERE

INSERT ADDITIONAL SUPPORTING DOCUMENTATION (Questionnaires, surveys etc) HERE

INCLUSIONS

1) **Participant Consent Form(s)** Note: for examples of what should be included in a consent form, please consult page 12 of the UQ Guidelines (http://www.uq.edu.au/research/integrity-compliance/files/human/uq_guidelines.rtf Note: If the Consent Form is in a language other than English, an English translation, certified by your supervisor, must be included.	YES / NO
2) **Participant Information Sheet(s)** Note: forms should be released on UQ School of Languages and Cultures letterhead and contain the following paragraph: *This study adheres to the Guidelines of the ethical review process of The University of Queensland. Whilst you are free to discuss your participation in this study with project staff (contactable on **[insert your phone number here]**), if you would like to speak to an officer of the University not involved in the study, you may contact the Ethics Officer of the School of Languages and Cultures on (07) 3365 2270 (within Australia), +61 7 3365 2270 (international), or email at ethics@languages-cultures.uq.edu.au* Note: If the PIS is in a language other than English, an English translation, certified by your supervisor, must be included.	YES / NO
3) **Data Collection Instruments** (if applicable) Questionnaires, examples of interview questions etc. Note: please attach ONLY those developed or adapted specifically for this project.	YES / NO
4) **Gatekeepers or Permission-Givers** 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.	YES / NO
5) **Other - please specify below:**	YES / NO

APPLICATION CHECKLIST

This checklist is supplied for use as an additional means of ensuring all aspects of the proposed study have been considered and adequately detailed before submission to the School of Languages and Cultures Research Ethics Committee. This checklist MUST be completed and included with your application.

INCLUSIONS	YES	NO	IF NO, WHY NOT?
Read the relevant sections of the NHMRC statement			
All sections of form completed			
Information about other gatekeeper approvals provided			
Separate information letters and consent forms for each group of participants			
Language used in information letters is appropriate to the audience			
Whole application form including information letters and consent forms are error free (syntax, punctuation, typing)			
The application is saved as one whole document with all extra information included in that document.			
Application in its entirety has been reviewed by supervisor			

SUBMISSION INSTRUCTIONS:

1.   **You** submit your application as <u>ONE</u> Word of PDF document, attached to an email sent from your student email account. The subject line of the email must be in the following format: FAMILY NAME Ethical Clearance Application (eg SMITH Ethical Clearance Application).

You must include the following declaration <u>in the body of your email</u> and forward it to your Principal Advisor/Supervisor.

> **STUDENT DECLARATION:**
> I have read The University of Queensland Human Ethics Policies and Legislation (http://www.uq.edu.au/research/integrity-compliance/human-policies-legislation) 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.
> 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.

2.   **Your Principal Advisor/Supervisor** should then forward the emailed application, including the following declaration <u>in the body of **their** email</u> to ethics@languages-cultures.uq.edu.au .

> **PRINCIPAL ADVISOR DECLARATION:**
> I have read the student's Application and believe it is an accurate indication of the research/data collection to be undertaken. The application is at a standard ready for consideration by the Committee.

3.   Due dates for Ethical Clearance Applications for 2016 are: 27 March, 29 May, 7 August, 23 October and (if required) 20 November.

4.   The School Ethics Committee meets at regular intervals (usually within two weeks of the closing dates for applications) but is not able to consider applications from students on an *ad hoc* basis.

5.   Applications from RHD students should be submitted at least one month prior to the anticipated research/fieldwork activity. In most cases, ethical clearance procedures must be completed prior to, or at the time of, confirmation of candidature.

6.   Honours and Masters coursework students must submit their applications by the final closing date (usually May and November) in the semester prior to their thesis studies.

Last Updated: 15 September 2016