Human Research Ethics Committee

Expedited Review Checklist
for Undergraduate Student Projects (excluding Honours Projects)

This checklist is to be completed for minor research projects, assignments, class activities and practical learning if human subjects are involved. This will determine whether your assignment or project is ‘negligible risk’ and eligible for expedited review by the relevant subject teacher and the Human Research Ethics Committee Representative of your Faculty.

Completion of this checklist is not required if specific approved protocols are in place in your Faculty for the particular activity or project.

“Negligible risk” as defined in the National statement on ethical conduct in human research (NHMRC, 2007, p. 18) is “where there is no foreseeable risk of harm or discomfort; and any foreseeable risk is no more than inconvenience. Where the risk, if unlikely, is more than inconvenience, the research is not negligible risk”.

If you answer ‘YES’ to any items in the checklist your project will not normally be eligible for expedited review, unless you can make a special case. You will need to complete a standard ‘Application for Ethics Approval in Research Using Human Subjects’ form and submit to the Secretary of Avondale Human Research Ethics Committee (HREC).

| PROJECT TITLE: |
| STUDENT RESEARCHER NAME: |
| LECTURER NAME: |
| FACULTY: |

EXTERNAL REQUIREMENTS

Is the research being funded by an agency outside Avondale which requires Human Research Ethics Committee approval involving community representation? □ YES □ NO

Is the research likely to be published? □ YES □ NO
RISK ASSESSMENT

Are any of the following topics to be covered in part or in whole?

- Research about parenting □ YES □ NO
- Research into sensitive personal issues □ YES □ NO
- Research into sensitive cultural issues □ YES □ NO
- Research about sensitive institutional issues that might put the participants and/or the researchers at risk □ YES □ NO
- Grief, death or serious traumatic loss □ YES □ NO
- Depression, mood states, anxiety □ YES □ NO
- Bullying □ YES □ NO
- Harassment □ YES □ NO
- Gambling □ YES □ NO
- Eating disorders □ YES □ NO
- Illicit drug taking □ YES □ NO
- Substance abuse □ YES □ NO
- Self-report of criminal behaviour □ YES □ NO
- Any intellectual disability or mental disorder □ YES □ NO
- Suicide □ YES □ NO
- Gender identity □ YES □ NO
- Sexuality □ YES □ NO
- Race or ethnic identity □ YES □ NO
- Any disease or health problem □ YES □ NO
- Fertility □ YES □ NO
- Termination of pregnancy □ YES □ NO

Will the study involve any of the following procedures?

- Use of personal data obtained from Commonwealth or State Government departments or agencies or other sources covered by Commonwealth or State Privacy legislation □ YES □ NO
- Deception of participants □ YES □ NO
- Concealing the purposes of the research □ YES □ NO
- Covert observation □ YES □ NO
- Audio or visual recording without consent □ YES □ NO
- Recruitment via a third party or agency □ YES □ NO
- Withholding from one group specific treatments or methods of learning, from which they may ‘benefit’ □ YES □ NO
- Any psychological interventions or treatments □ YES □ NO
- Administration of physical stimulation □ YES □ NO
- Invasive physical procedures □ YES □ NO
-Inflicting pain □ YES □ NO
- Administering drugs or other substances □ YES □ NO
• Administering ionising radiation ☐ YES ☐ NO
• Collecting body tissue, blood or other body fluid ☐ YES ☐ NO
• Genetic testing ☐ YES ☐ NO
• Access to confidential data (including student data, patient or client data) without the participant’s written consent ☐ YES ☐ NO
• Use of records of medical or health information where participants can be identified or linked ☐ YES ☐ NO
• Drug trials and other clinical trials ☐ YES ☐ NO
• Administering drugs or placebos ☐ YES ☐ NO

Other risks particularly research in overseas settings
• Are there any risks to the researcher (e.g. research in unsafe environments or trouble spots)? ☐ YES ☐ NO
• Is research being undertaken in a politically unstable area? ☐ YES ☐ NO
• Does the research involve sensitive cultural issues? ☐ YES ☐ NO
• Is research in a country where criticism of government or institutions might put participants and/or researchers at risk? ☐ YES ☐ NO
PARTICIPANT VULNERABILITY

Does the study specifically target participants from any of the following groups?

- People with an intellectual disability or mental disorder [ ] YES [ ] NO
- People with a physical vulnerability [ ] YES [ ] NO
- People highly dependent on medical care [ ] YES [ ] NO
- Minors (anyone under the age or 18 eg students or children) without parent or guardian consent [ ] YES [ ] NO
- People whose ability to consent is impaired [ ] YES [ ] NO
- People unable to give free informed consent due to problems understanding information statements such as language difficulties [ ] YES [ ] NO
- Anyone in a custodial institution [ ] YES [ ] NO
- Indigenous Australians [ ] YES [ ] NO
- People at risk of criminal or civil liability, harm to financial or social standing or to employment status [ ] YES [ ] NO
- Members of a socially identifiable group with special cultural or religious needs or political vulnerabilities [ ] YES [ ] NO
- Those in a dependent relationship with the researchers (e.g. teacher/student, nurse/patient, professional/client) [ ] YES [ ] NO
- Participants able to be identified in any final report when specific consent for this was not given [ ] YES [ ] NO

INSTITUTION VULNERABILITY

- The institution (e.g. church, school, university) studied or in which the research took place is able to be identified in any final report when specific consent for this has not been given. [ ] YES [ ] NO

If you have answered ‘NO’ to all items, you will need to complete an Expedited Review Application Form.

Attach this Checklist to your Expedited Review Application Form and submit to your Faculty Human Research Ethics Committee Representative.

If you have answered ‘YES’ to an item in the checklist but you still believe that because of the particular nature of the project and the participants your project may be eligible for expedited review at faculty level, please provide details on the following special case assessment form. Attach an additional sheet if necessary.
You need to submit the Special Case Assessment Form with the Checklist to your Faculty Human Research Ethics Committee Representative for consideration and approval in your special case.

If your Special Case is approved, you will need to complete an Expedited Review Application Form and submit to your Faculty Human Research Ethics Committee Representative.

If your Special Case is NOT approved you will need to complete a standard ‘Application for Ethics Approval in Research Using Human Subjects’ form and submit it to the Secretary of the Avondale Human Research Ethics Committee (HREC).
SPECIAL CASE ASSESSMENT FORM

SPECIAL CASE DETAILS:

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APPROVAL BY FACULTY HUMAN RESEARCH ETHICS COMMITTEE REPRESENTATIVE OF SPECIAL CASE

The Faculty Human Research Ethics Committee Representative and the supervising lecturer have met and considered the special case details outlined for this project and **agree / disagree** that the project can be submitted for expedited review.

Other comments:

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