



## HUMAN RESEARCH ETHICS (HRE) COMMITTEE

### GUIDELINES FOR COMPLETING THE APPLICATION FOR ETHICS APPROVAL IN RESEARCH USING HUMAN SUBJECTS FORM

It is a requirement that tertiary institutions provide for the ethical review of research projects and other studies which involve certain interventions with humans as subjects. Such interventions could range from simple questionnaires, observations, case notes and clinical procedures through to various forms of physical or psychological invasive tests. Investigators should seek clarification from the HRE Committee if they have any doubts about the ethical nature of their investigations.

Applicants for ethical clearance of their research study must ensure their proposal is in keeping with the guidelines published in the National statement on ethical conduct in human research (2007), developed jointly by the NHMRC, ARC, and AVCC. This document can be found at [http://www.nhmrc.gov.au/publications/2007\\_humans/contents.htm](http://www.nhmrc.gov.au/publications/2007_humans/contents.htm)

Another helpful guide you are encouraged to read is the Australian code for the responsible conduct of research which can be found at [http://www.nhmrc.gov.au/publications/synopses/\\_files/r39.pdf](http://www.nhmrc.gov.au/publications/synopses/_files/r39.pdf)

Please answer all the questions on the Avondale College *Application for ethics approval in research using human subjects form* in a concise but informative style. *Twelve* signed copies of the application, as well as an electronic copy, are to be submitted to the Secretary, Avondale College Human Research Ethics Committee no later than the published deadline.

#### **GUIDELINES FOR COMPLETING ETHICS CLEARANCE APPLICATION**

**1 Please use *italics* when typing in answers.**

**2 Title of the Proposed Research Project**

Should be concise, simple and self-explanatory.

**3 Principal Investigator and Supervisor**

For supervised research projects undertaken for academic purposes (for example, Honours, Masters or Ph.D.) the student carrying out the research is the Principal Investigator. The candidate's Supervisor must also be identified and where the student is enrolled at Avondale College, be a member of Avondale College Staff. The Principal Investigator and Supervisor must sign the declaration and take responsibility for the ethical issues relevant to the project.

Avondale College projects not being carried out for academic purposes (as above) the Principal Investigator must be a member of staff.

**4 Co Investigator(s)**

All personnel involved in conducting the research must be identified and their qualifications identified. As far as possible all assistants should be listed.

**5 Initial, Continuing or Amended Application**

The status of the application must be indicated.

## 6 **Duration of the Research Project**

The intended commencement date and duration of the research project must be identified. The HRE committee will grant approval for the duration of the project or three years, whichever is less. After three years a renewal application must be submitted.

## 7 **Funding**

Please identify any source/s of funding.

## 8 **Commonwealth Privacy Legislation**

If your project involves the accessing of data held under Commonwealth Privacy Legislation further information must be obtained from the Secretary of the HRE Committee before proceeding. Further information relating to this is available at <http://www.nhmrc.gov.au/publications/synopses/e43syn.htm>

## 9 **Scientific or Educational Aims of the Project**

State whether the research project is part of a higher degree (Honours/Masters/PhD) program. Identify the aims of the project and what you believe will be the value of the findings.

## 10 **Replication Studies**

It is recognised that being able to reproduce experimental data is important in research, but needless duplication of experiments in scientific investigations should be avoided. If this is a replicated study please provide justification for undertaking it.

## 11 **Details of Project**

Concisely address each of the aspects identified.

The following paragraph must be included in the consent form or on the questionnaire if written consent is not being sought (see below):

This research project has been approved by the Avondale College Human Research Ethics Committee (HREC). Avondale College requires that all participants are informed that if they have any complaint concerning the manner in which a research project is conducted it may be given to the researcher, or if an independent person is preferred, to the College's HREC Secretary, Avondale College, PO Box19, Cooranbong, NSW, 2265 or phone (02) 4980 2121 or fax (02) 4980 2117 or email: [research.ethics@avondale.edu.au](mailto:research.ethics@avondale.edu.au)

There may be exceptions to written consent. For example for some questionnaires, particularly when anonymity is expected, the return of the questionnaire is reasonably taken as an indication of voluntary consent to participate. In such circumstances this fact should be clearly stated on the questionnaire itself. This might be achieved by including a statement along the lines of:

*"Return of this questionnaire indicates consent to participate in this study".*

Please attach a copy of any information letter to participants, consent form, instrument (e.g. questionnaire) you will be using.

When identifying data analysis procedures please be specific – simply listing SPSS is not sufficient. You should list the actual statistical tests or qualitative analysis procedures to be used.

## 12 **Proposed Storage of and Access to Data and Results**

Identify how and where your data will be stored. Please note data must be stored securely. Electronic data must, at a minimum, be password protected. Completed questionnaires and any audiovisual data must be securely locked.

Indicate who will have access and when and how the data will be disposed of.

Where it is anticipated that the results of the research study will be published in any form, research data should be retained for a period of at least 5 years to allow for reference of the data if required.

**13 Additional Approval from other Ethics Committees, Organisations, Individual/s**

Identify any other institutional ethics committee from which you require ethics clearance.

Identify other procedures which apply to your application. For example, where research is being conducted in a government school in NSW, you need to follow the guidelines identified in the State education research approval process (SERAP). Information relating to this can be found at <https://www.det.nsw.edu.au/media/downloads/research/uroguidelines.pdf>

**14 DECLARATION**

The Principal Investigator (and Supervisor where relevant) must sign the declaration and abide by the information given in these guidelines and be subject to conditions that may be imposed by the HRE Committee. Please note the clause which commits the Principal Investigator to notify the HRE Committee of any ethically significant variations which may occur while undertaking the project.

**15 FACULTY ENDORSEMENT**

Students are to provide evidence that their project has been endorsed by their relevant faculty to ensure that it is well designed, methodologically sound, and likely to yield valid and useful data.

***Please note:***

Applicants may wish to include their Research Proposal and/or CV with their application.

***Please submit all application documents to:***

**The Secretary  
Human Research Ethics Committee  
Office of the Vice President Administration & Research**