



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 of 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:

Student Researcher signature:

Date:

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:

Faculty Human Research Ethics Committee Representative signature:

Date: