

# Human Research Ethics Committee

**REVIEWER CHECKLIST**

The Human Research Ethics Committee (HREC) is required to review applications for ethics approval with reference to the National Statement on Ethical Conduct in Human Research. The HREC reviewers apply the following checklist to meet this requirement.

The checklist is made available to researchers to enable them to conduct their own check to ensure that their applications address these key issues. Reference should be made to the relevant sections of the National Statement as indicated.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Research merit and integrity: [NS 1.1 -1.3]*** | **Yes** | **No** | **Unsure** |
| Has the research been peer reviewed? [1.2] |  |  |  |
| Is the research justifiable by its potential benefit? [1.1a] |  |  |  |
| Does the research demonstrate respect for participants? [1.1d] |  |  |  |
| As proposed, will the research be conducted with integrity? [1.3] |  |  |  |
|  | | | |
| ***Justice: [NS 1.4 -1.5]*** | **Yes** | **No** | **Unsure** |
| Is the selection, exclusion and inclusion of participants fair? [1.4a] |  |  |  |
| Is the process of recruiting participants fair? [1.4b] |  |  |  |
| Will there be fair distribution of and access to benefits of the research? [1.4 d] |  |  |  |
| Will participants be exploited in the conduct of the research? [1.4e] |  |  |  |
| Will there be appropriate feedback of results to participants? [1.5] |  |  |  |
|  | | | |
| ***Beneficence: [NS 1.6 -1.9]*** | **Yes** | **No** | **Unsure** |
| Are any risks inherent in the research justified by the likely benefit? [1.6] |  |  |  |
| Are risks adequately addressed and managed? [1.7] |  |  |  |
| If there is no benefit to participants, are the risks ethically acceptable? [1.8] |  |  |  |
| If applicable, are the duty of care strategies appropriate? |  |  |  |
|  | | | |
| ***Respect: [NS 110 -1.13]*** | **Yes** | **No** | **Unsure** |
| Does the proposal have due regard for the welfare, rights, beliefs, perceptions, customs and cultural heritage of those to be involved? [1.10] |  |  |  |
| Will the privacy of participants be respected and protected? [1.11] |  |  |  |
| Will consent be free and informed? [1.12] |  |  |  |
| Is the consent to be sought appropriate for the research procedures? [1.13] |  |  |  |
|  | | | |
| ***Data management:*** | **Yes** | **No** | **Unsure** |
| Are the arrangements for the storage, access and disposal of data adequate? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Participant Information Sheet*** | **Yes** | **No** | **Unsure** |
| Presented on letterhead |  |  |  |
| Written in plain English and appropriate for the target audience |  |  |  |
| Identifies project |  |  |  |
| Identifies researchers, their institutional affiliations and contact details |  |  |  |
| If a student research project, identifies student, course and supervisor |  |  |  |
| Describes the aims and purpose of the project |  |  |  |
| Explains how recipients have been selected to receive the information |  |  |  |
| Describes risks and benefits, or, if none, states that |  |  |  |
| Addresses voluntary participation and right of withdrawal without penalty |  |  |  |
| Explains data storage, its use and who has access to it |  |  |  |
| Addresses consent / assent of children if they are to be involved |  |  |  |
| Addresses confidentiality / anonymity |  |  |  |
| Provides details of what feedback will be provided to participants |  |  |  |
| Informs recipients what to do if they wish to consent |  |  |  |
| Complies with interview recording and transcribing policy, if applicable |  |  |  |
| Includes the standard complaints statement |  |  |  |
| Signed by researcher(s) and, if applicable, student(s) |  |  |  |
|  | | | |
| ***Consent Form (if required)*** | **Yes** | **No** | **Unsure** |
| Presented on letterhead |  |  |  |
| Identifies project and researchers |  |  |  |
| Includes appropriate general consent statement(s) |  |  |  |
| Has required specific consent statements e.g. access to records, quoting from interviews, archiving data etc. |  |  |  |
| Has place for participants to print name and sign |  |  |  |
| Requests contact information for participants – only applicable if researchers need to be able to make further contact with participants. |  |  |  |
|  | | | |
| ***Surveys and Questionnaires (if applicable)*** | **Yes** | **No** | **Unsure** |
| Coversheet provided which identifies project, researchers, institutional affiliations and contact details |  |  |  |
| Written in plain English and appropriate for participant population |  |  |  |