Coursework Program Approval

Application for student project approval

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| Student Number |  |  |  |  |  |  |  |  | **Postal Address** (must be completed for all students) | | | | | | |
|  |  | | | | | | |  | Number & Street  or PO Box |  | | | | | |
| Title | Mr  Mrs  Ms  Miss  Dr  Other | | | | | | |  |  |  | | | | | |
| Surname |  | | | | | | |  | Suburb / Town |  | | | | | |
| Given Names |  | | | | | | |  | State |  | Postcode |  |  |  |  |
| Home Phone | (       ) | | | | | | |  | Country  (if outside Australia) |  | | | | | |
| Work Phone | (       ) | | | | | | |  | Mobile Phone |  | | | | | |
| E-mail |  | | | | | | | | | | | | | | |

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| **Name of Course (for which Research Training is being undertaken)** | **Course Code** | **Credit Point Value of Unit** | **Semester** |
|  |  |  | **S1**  **S2**  **Year long** |
| **Primary Supervisor (if applicable)** | **School** | **Campus** | **Contact details (telephone)** |
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| **Project Title (for which you are seeking ethics approval)** |
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| **Summary of Project (in plain English language)**  Refer to the nature of the research, the research design, aims of the project, the research methods involved and the ethical issues arising from the research (<300 words). |
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| **1.0 DETAILED PROJECT DESCRIPTION** |
| **1.1 Aim(s) of the Project (<300 words)**  Provide a brief description of the principal goal(s) of the project. |
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| **1.2 Background to the Project (<500 words)**  Describe the theoretical background and past research related to the topic you intend to address. This section should also reflect knowledge of current literature related to the topic. |
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| **1.3 Sample**  Provide a brief description of the sample:  (a) intended sample size appropriate for the identified methodology; (b) the source of the participants; (c) the means by which they will be recruited; and (d) how informed consent will be obtained  Where appropriate, a Plain Language Statement, Consent Form and Letter(s) of approval must be attached as appendices. |
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| **1.4 Procedure**  Provide a brief description of:  (a)what participants will be asked to do; (b)materials or equipment that will be used; (c)who will collect the data;  (d)where data will be collected; and  (e)proposed method of data analysis  Where appropriate, include a copy of Questionnaire, Interview Guide, eg: Focus Group prompts, semi-structured interview, in appendices. |
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**2.0 ETHICAL CONSIDERATIONS**

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| **2.1 Complete the Ethical Considerations Table** | | **Yes / No** |
|  | Please confirm that you have read and understood the *National Statement on Ethical Conduct in Human Research.* |  |
| (a) | Do the procedures to be used leave a participant open to risks of emotional or physical harm greater than, or additional to, risks encountered in the participant’s normal lifestyle? |  |
| (b) | Does the research entail deception? |  |
| (c) | Will the participants be identified by name on the data or records maintained by the investigator? |  |
| (d) | Are there any ethical problems inherent in the research or the procedures to be used? If yes, please attach an explanation. |  |
| (e) | Are the procedures to be used within the investigator’s technical competence? |  |
| (f) | Will all information provided by the participant be treated as confidential by the investigator? |  |
| (g) | Will informed consent be obtained from each participant or from a person entitled to give consent on behalf of the participant? |  |
| (h) | Will each participant be adequately debriefed regarding the purpose of the research and the subsequent findings of the research? |  |

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| **2.2 Detailed Consideration Statements**  Provide a statement outlining how you will address the following points, in relation to your project, as well as any other ethical considerations. |
| 1. Confidentiality / Privacy |
| 1. Deception |
| 1. Informed Consent |
| 1. Stress/Risk Level to Participants |
| 1. Location, Disposal and Storage of Data   Please note: If the results of the project may be published the original data must be securely stored at CDU for a minimum period of five (5) years, on completion of the project. |
| 1. English as a Second Language   State how you will ensure that participants, whose first language is not English, understand the project’s aims and to what they may be agreeing. |
| 1. Cultural Respect   In dealing with participants, how will you address consideration for their social and religious beliefs and customs.  If your research involves working with people from different cultural backgrounds, what guidance and/or training in working cross-culturally, have you received?  If your project involves working with Aboriginal people, what do you understand or have experienced, of the different cultural protocols amongst Indigenous groups or communities? |
| 1. Participant Feedback and Dissemination of Results   Where applicable, how do you intend to provide feedback to participants, and/or communities, of the project’s outcome(s). if you do not intend to provide participants with the project’s outcomes, please explain why you do not consider this process is necessary. |
| 1. Withdrawal   Outline the process set up to enable a participant to withdraw from the project and how/if their data will/can be withdrawn. |
| 1. Other |

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| **Applicant Declaration:** | | |
| ***Name of Student*** | ***Signature of Student*** | ***Date*** |
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| ***Name of Unit coordinator*** | ***Signature of Unit coordinator*** | ***Date*** |
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| **Note: A Plain Language Statement, Consent Form and Questionnaire (where appropriate) must accompany this application.** | | |