Honours and Coursework Masters Projects
Application for Faculty Ethics Approval

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

Home Phone

Country (if outside Australia)

Work Phone

Postcode

E-mail

Before completing this form, you must read and understand the reasons for submission of an Ethics Application as outlined on the last page of this Application form

Name of Course (for which Research is being undertaken)  
Course Code  
Credit Point Value of Unit  
Semester

☐ S1  ☐ S2  ☐ Year long

Primary Supervisor  
School  
Campus  
Contact details (telephone)

Project Title (for which you are seeking ethics approval)

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).

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.
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.

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.

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.

2.0 ETHICAL CONSIDERATIONS

2.1 Complete the Ethical Considerations Table

<table>
<thead>
<tr>
<th></th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(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?</td>
<td></td>
</tr>
<tr>
<td>(b) Does the research entail deception?</td>
<td></td>
</tr>
<tr>
<td>(c) Will the participants be identified by name on the data or records maintained by the investigator?</td>
<td></td>
</tr>
<tr>
<td>(d) Are there any ethical problems inherent in the research or the procedures to be used?</td>
<td></td>
</tr>
<tr>
<td>(e) Are the procedures to be used within the investigator’s technical competence?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Question</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>(f)</td>
<td>Will all information provided by the participant be treated as confidential by the investigator?</td>
</tr>
<tr>
<td>(g)</td>
<td>Will informed consent be obtained from each participant or from a person entitled to give consent on behalf of the participant?</td>
</tr>
<tr>
<td>(h)</td>
<td>Will each participant be adequately debriefed regarding the purpose of the research and the subsequent findings of the research?</td>
</tr>
</tbody>
</table>

### 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.

(a) Confidentiality / Privacy

(b) Deception

(c) Informed Consent

(d) Stress/Risk Level to Participants

(e) Location, Disposal and Storage of Data

(Please note: data storage must be in line with the NHMRC guidelines. If you are publishing the results, original data must be securely stored at CDU for a minimum period of five (5) years, on completion of the project. Disposal of data must be carried out within the CDU guidelines.)

(f) 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.

(g) 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?

(h) 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.
(i) Withdrawal
Outline the process set up to enable a participant to withdraw from the project and how/if their data will/can be withdrawn.

(j) Other

Applicant Declaration

We, the undersigned, accept responsibility for the conduct of this research in accordance with the information provided in this application. If the nature of the project changes over time, such that the response given to any question is no longer valid, we shall not continue the project without further approval from the CDU Human Research Ethics Committee.

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Signature of Student</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Supervisor</th>
<th>Signature of Supervisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Head of School</th>
<th>Signature of Head of School</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: A Plain Language Statement, Consent Form and Questionnaire (where appropriate) must accompany this application.
Why you are required to submit an Ethics Approval Application

The purpose of the CDU Human Research Ethics Committee (HREC) clearance process for research projects is to:

• Ensure research projects conform with National guidelines established and published by the National Health & Medical Research Council (NHMRC), the principal one being the *National Research Involving Humans*.

• Protect the welfare and rights of participants in research and other activities, and also non-participants who may be affected by the activities. This objective is based on the principle of respect for the inherent dignity and autonomy of individuals.

• Assist applicants to structure and refine their ideas and to ensure that their chosen research project is conducted ethically within both the University community and the general community in relation to research and other activities involving humans conducted under the auspices of the CDU HREC.

Application Checklist

☐ You are submitting one signed hard copy and one electronic copy of the Application.

☐ You have read and understood “Why you are required to submit an Ethics Approval Application” as outlined above.

☐ You have discussed this application with your Supervisor.

☐ You have answered each and every question, as required.

☐ You have attached, where appropriate, a Plain Language Statement, Consent Form, Interview Guide and Questionnaire.

☐ You have read, understood and signed the Applicant Declaration.

☐ Your Supervisor and Head of School have both signed your Application. Applications which have not been endorsed by your Supervisor and Head of School will not be considered.

Completed applications (one hard copy and one electronic copy) should be submitted to:

ehseoffice@cdu.edu.au

*Please email electronic copies as ONE attachment

By post;

Executive Assistant to the Pro Vice-Chancellor
Faculty of Engineering Health Science and the Environment
Building Blue 5.1.06
Charles Darwin University
DARWIN, NT, 0909

All applications received will be acknowledged via email to the student.