

Tips for completing an Ethics Application

- Find out the deadlines for CDU-HREC and start your application well in advance. The submission deadlines and meeting dates are available on the [CDU website](#)
- Focus on high quality writing and presentation –precise and concise
- Use standard, clear English for intelligent lay person in the application, information to participants, informed consent form and in data collection (e.g. interview guides, questionnaires)
- The ethics application and your Information for Participants Sheet and Consent Form must align and be coherent
- The information for participants needs to be informative including a statement that participation is voluntary, risks and benefits are addressed fully, participant expectations are clearly identified, and language and content is targeted to each cohort.
- Seek out guidance and templates from the [CDU-HREC webpages](#).



Common Pitfalls

1. Poor Research Design

2. Lack of information

3. Inconsistency

4. When a researcher proposes to do something that directly goes against the national ethical standards for research



CDU-Human Research Ethics Application Checklist

1.	Information Sheet for Participants (ISP) and Consent Form <p>(Please review the CDU-HREC Guidelines for ISP and Informed Consent. Please use the CDU-HREC Template for ISP and Informed Consent)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current CDU letterhead with full contact details <input type="checkbox"/> Full official title of the project included on both the ISP and Consent form <input type="checkbox"/> Includes the statement: "This Is yours to keep", or equivalent <input type="checkbox"/> If HDR project, the research supervisor is introduced as the PI and is accountable for all details of the study, and the student is introduced as the student (NOT the PI) <input type="checkbox"/> Include contact details of main researchers <input type="checkbox"/> Identification of all possible risks <input type="checkbox"/> Written in clear, succinct, plain English and directed towards the participants <input type="checkbox"/> Includes statement to direct concerns and complaints to CDU -HREC with correct contact details <input type="checkbox"/> Includes "This Means You Can Say NO" statement / Consent for ALL procedures <input type="checkbox"/> Ability for participant to consent to ALL data collection procedures individually (e.g. audio recording videotaping, interviews) <p>NB: It is strongly recommended that you use the Participant Information Sheet Template found here</p>
2.	Application <ul style="list-style-type: none"> <input type="checkbox"/> All relevant answers have been completed <input type="checkbox"/> Research protocol/plan attached, if proposal has not been previously peer reviewed (e.g., through Confirmation of Candidature of research by assessors for a funding body that has awarded a grant for the project)
3.	HDR candidates <ul style="list-style-type: none"> <input type="checkbox"/> Primary research supervisor is the Principal Investigator (PI), HDR student is listed as student <input type="checkbox"/> Confirmation of Candidature (CoC) approval and date included.
4	Research team <ul style="list-style-type: none"> <input type="checkbox"/> Contact details and qualifications are complete including staff and student numbers. <input type="checkbox"/> The PI is appropriately qualified and experienced, and is a CDU staff member or has an honorary appointment
5.	First Nations Research <ul style="list-style-type: none"> <input type="checkbox"/> Section 13 of the Application Form has been completed. <input type="checkbox"/> A signed ATSIRA is attached to the application. <p>If there is no ATSIRA, ensure that you include evidence of either:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A letter or written confirmation from the community and/or relevant local organisation that confirms awareness and support of the study, demonstrating understanding by including

	<p>details of individuals who will support the study, intellectual property, authorship, timescale, expectations and sustainability?</p> <p>OR</p> <p><input type="checkbox"/> Evidence of a reference group that has been consulted that includes First Nations people</p>
6.	Section 15 – Application Declaration
	<p><input type="checkbox"/> Project title included in all applicable areas</p> <p><input type="checkbox"/> Risk level checked</p> <p><input type="checkbox"/> Signed and dated by PI and (student if HDR project)</p>
7.	Section 16 – Authorising Officer Declaration
	<p><input type="checkbox"/> Project title to be included on the declaration</p> <p><input type="checkbox"/> All relevant boxes checked</p> <p><input type="checkbox"/> Application has been reviewed, authorised, signed and dated by the College Dean, or duly appointed agent (Assistant Dean for Research, PVC or University Secretary)</p>
8.	Final Steps
	<p><input type="checkbox"/> Have any comments made by the Authorising Officer been addressed</p>
8.	Attachments
	<p><input type="checkbox"/> Information Sheet for Participants</p> <p><input type="checkbox"/> Informed Consent Form</p> <p><input type="checkbox"/> Additional attachments (e.g. ATSIRA for First Nations research applications, support letters, research protocol, permits, *Ochre card, example survey,)</p> <p><i>* valid Ochre card/Working with Children certificate (if project involves children under 18yrs)</i></p>