

Approval Form for Human Research Ethics

Note: Please provide brief information and details of the proposed research activity.

A. Provide details of the applicant.

Name and Position	
Telephone and Email	

B. Provide research topic, field, and information on other members of the research project (for Academic Research).

Research topic	
Research field	
Other members	

C. State key objectives of the proposed research project (in no more than 100 words).

D. Will your project involve

D.1 Human participants, including online surveys and questionnaires?	Yes	☐	No	☐
D.2 Access to material which is not already in the public domain?	Yes	☐	No	☐

If you answered **NO** to D.1 and D.2, your project does not need human research ethics approval. Complete **Parts G and J** and submit the form to your supervisor. You may commence your project.

E. Will your project involve

E.1 Obtaining information that can identify individuals or organisations (either directly or indirectly) without the consent of the people providing the information?	Yes	☐	No	☐
E.2 Research involving children, or members of Indigenous communities?	Yes	☐	No	☐
E.3 Recording covert observations of people?	Yes	☐	No	☐
E.4 Undertaking research that may put people at risk or cause physical, psychological, social or economic harm to a person?	Yes	☐	No	☐

If you answered **YES** to any of E.1 to E.4, your project is high risk and will need to be modified. Please discuss the project with your supervisor.

F. Will your project involve

F.1 Collecting confidential, sensitive, or privileged information?	Yes	☐	No	☐
F.2 Reporting results through publication or public presentation that may identify people (directly or indirectly)?	Yes	☐	No	☐

If you answered **NO** to F.1 and F.2, your project appears to be low risk and may qualify for expedited ethics approval. Complete **Parts G to J** and submit the form to your supervisor. You may commence your project after you receive expedited approval from the Research Director.

If you answered **YES** to F.1 and F.2, your project appears to be medium risk and will need to be considered by the Research Committee. Complete **Parts G to J** and submit the form to your supervisor. You may commence your project after you receive approval from the Research Director.

G. Briefly describe your project and research methodology used in the proposed project.

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H. Briefly describe measure(s) to protect the confidentiality of information and privacy of individuals involved in the proposed research, including storage of research materials upon completion.

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I. Provide any other information or risks on human ethics issues that may be related to the proposed research project.

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J. Provide the estimated commencement and completion dates of the proposed research project.

Commencement	
Completion	

I declare that all information and details provided in this document are true and correct to the best of my knowledge.

Name and Signature _____ **Date** _____

Research Committee Use Only

Application	Approved	☐	Disapproved	☐	
Research Committee, Chair	Name and Signature:				
	Date:				