

**School of Information Technology
and Electrical Engineering
Student Research Ethics Review
Application and Instructions**

Please detach and retain these instructions when submitting your application form.

Who may/must apply?

All University of Queensland research projects require ethics review and clearance prior to collecting data. Research students (up to and including PhD students) may apply for this ethics clearance within the School of Information Technology and Electrical Engineering by lodging this application. Academic staff research requires clearance from central UQ committees. See <http://www.uq.edu.au/research/orps/index.html?id=5064&pid=5256> for information and application forms. Data collection may not begin until clearance has been given.

How do you apply?

Complete and sign the attached form with your supervisor. We suggest you make a copy for yourself, so that you have a copy of exactly what is given clearance. Submit the signed original to the ITEE Ethics Committee via the ITEE (St Lucia) or Information Environments (Ipswich) offices.

How long does it take?

If your application is clear and complete, and the research falls unambiguously within all guidelines of the University of Queensland (see <http://www.uq.edu.au/research/orps/index.html?id=5064&pid=5256>), the review is generally completed and clearance given by the school ethics committee (ethics@itee.uq.edu.au) within about one week of submission. However, research involving more complex ethical issues may need to be reviewed by the relevant university committee, which takes approximately 8 weeks, so please leave time for review in your research plan.

How will notification of clearance be given?

Once your application has been given clearance, both you and your supervisor will be given a clearance number **by email**. The original application remains on file in the School.

Please see the reverse side of this sheet for further instructions regarding information & consent sheets, and other materials, which should be attached to your application.

ATTACHMENTS:

Please attach copies of relevant:

- **Information sheets.**

These should be on UQ letterhead. Please note that information sheets given to research participants in studies which have been given ethical clearance within the School of Information Technology and Electrical Engineering should contain the following version of the UQ “ethical paragraph”:

This study has been cleared in accordance with the ethical review processes of the University of Queensland. You are, of course, free to discuss your participation with project staff (contactable on: _____). If you would like to speak to an officer of the University not involved in the study, you may contact the School of Information Technology and Electrical Engineering Ethics Officer directly on 3365 3476, or contact the University of Queensland Ethics Officer on 3365 3924.

- **Consent/Parental Consent Forms.**

Also on UQ letterhead and including statement that participation is voluntary and participant has the right to withdraw at any time. Please note that signed consent is generally neither necessary nor appropriate for anonymous and innocuous research.

- **Recruitment description of study.**

A short description that constitutes the first step in the voluntary informed consent process, and therefore must accurately convey what participation entails and whether any anticipated elevated risks or potentially offensive or embarrassing procedures are involved.

- **Educational debriefing sheet or protocol.**

A reasonable courtesy for most participant populations. May often be combined with the information sheet.

- **New/Purpose-built/Non-standard Questionnaires, Measures or Manipulations.**

For evaluation of whether these might pose any offence, embarrassment, or elevated risk to any participants.

- **Other relevant supporting documentation.**

e.g. Gatekeeper/Organisational/School/Community Elder Approval.



Student Research Ethical Review Application Form

Student's Name: _____ Student ID # _____

Student's Email Address: _____ Telephone _____

Degree Program: _____ Status/Year: _____

Supervisor's Name: _____ Email: _____ Phone: _____

Working title of research: _____

ETHICAL DECLARATION: We, the undersigned research student and supervisor, have considered the ethical issues relevant to this research project. It is our judgement that this research adheres to our own ethical standards, those of the discipline, and *The University of Queensland's Guidelines for Ethical Review of Research Involving Humans – 2000*.

Student Signature/Date

Supervisor Signature/Date

OFFICE USE ONLY

Date Received in Course Centre _____

Reviewed by: _____
ITEE Ethical Review Officer Date

Clearance Number: _____ Student/Supervisor advised via email

Clearance Conditions: _____

1. Briefly state the project aims.

2. Briefly state methods, measures and procedures. (List any standard measures & manipulations. Attach details/copies of new/purpose built questionnaires or other materials.)

3. Who are the Participants?

Tick and specify where requested:

- Volunteer students/members of UQ community
- Paid participants
- Special population (specify) _____
- Community Sample (specify age & recruitment) _____
- Other (specify) _____

4. State recruitment procedures

- (a) Is consent to participate fully informed and voluntary?** Yes/No
- (b) Is signed consent to be obtained?** Yes/No (If “Yes”, attach form)
- (c) Is an information sheet to be provided?** Yes/No (If “Yes”, attach form)
- (d) Where applicable, will parental, institutional, and/or gate-keeper consent be obtained?**
Yes/No/NA (If “Yes”, give details and attach forms/approval).

5. Describe the procedures for assuring anonymity or confidentiality of data.

6. Do the procedures involve any of the following?

- Potentially noxious, embarrassing or offensive stimuli/procedures
- Deception
- Concealment
- Invasive procedures (e.g. blood or saliva samples)
- Drugs
- Data from other researchers

Give details and justification of any of the above: _____

7. Describe procedures to allow for participants to withdraw from the study

8. Describe debriefing procedures. Attach copy of debriefing/information sheet if available.

9. Does this study involve foreseeable risks to participants beyond the risks of everyday living? Yes/No
(If "Yes", describe the nature and extent of risks, along with risk minimisation procedures).

10. Does this study involve foreseeable elevated risks to community groups, institutions, the researcher, or the discipline of information technology/electrical engineering? Yes/No (If “Yes”, describe.)

11. Describe the potential benefits (to participants, researcher, institutions, community groups, and/or society at large) and explain how these are sufficient to justify the following:

(a) The volunteers’ time and trouble

(b) The risks (if applicable)

12. Are any anticipated benefits (e.g. of a technological tool) available to some participants to be made available to all participants in a timely fashion? Yes/No/NA

13. Does the supervisor (or others) have current BSSERC approval for research employing essentially the same methods, procedures and participants? Yes/No (If “Yes”, please give clearance number and any salient differences).

14. (Optional) Describe any other salient ethical considerations arising in the proposed research and indicate how these will be dealt with.