**Human Research Title:**

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| 1. **Research Aims & Questions (Maximum of 150 words)**
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| Briefly state the aim(s) of the project and any associated research questions that the project seeks to address ([National Statement item 1.1 (a)](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__95)). |
| This project aims to explore/examine/investigate [insert focus of the study]. The research questions/hypotheses that this study seeks to address are:1. [Insert research question/hypothesis]
2. [insert research question/hypothesis]
 |
| 1. **Lay Summary & Background Literature Review – (Maximum of 400 words)**
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| A summary of the lay terminology project is to be described in this section to meet the requirements of [National Statement item 1.1 (a)](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__95). The project summary should include a reference to the importance/significance of the study. An outline of the theoretical background for the research proposal reference relevant literature and address [National Statement, item 1.1 (c)](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__95) the background literature review should include:* A review of current literature, as well as previous or existing studies that support the proposed research; and
* Justification for the proposed research design and the methodology through current literature and previous or existing studies.
 |
| The information in this section must provide:* A summary of the project using lay language without technical, scientific, or medical language.
* An outline of the research proposal’s theoretical background demonstrating that the research is based on a thorough review of the current literature and previous studies.
* Demonstrate the significance of the proposed research and how it will contribute to existing knowledge in the field/ identify a novel approach to the topic,/ explore unexamined perspectives on the topic.

This research is essential/significant because it will [insert explanation about how the study will, e.g., fill a gap in the current knowledge/ contribute to existing knowledge in the field/ identify a novel approach to the topic/ explore unexamined perspectives on the topic.* Include literature references.
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| 1. **Research Design and Methodology (Maximum 1 page for Low-Risk Applications)**
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| Provide an outline of the research design, the study timeline, data collection methods and data analysis process in line with [National Statement 1.1 (b), (d), (e) and (f)](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__95) to demonstrate that the research has merit. The information provided in this section should:* Provide a timeline for the undertaking of the research.
* Describe the methods that will be used to collect data from participants or for research.
* Specify the research personnel responsible for administering or collecting data during the research and their relevant expertise.
* Outline where data collection activities will take place and explain why these locations were selected during the design of the research (e.g. appropriate resources or facilities required); and
* Detail the data analysis plan and explain how this plan will help answer the research aims and questions.
 |
| The study will be conducted according to the following timeline:1. Ethics approval: Month, Year
2. Stakeholder/Community Consultation (if relevant): Month, Year
3. Recruitment of Participants: Month, Year
4. Data Collection: Month, Year
5. Analysis of Data: Month, Year
6. Publication of Research: Month, Year

This project uses a [qualitative/quantitative/other] research methodology that will include the following data collection method/s: [list data collection methods]1. Surveys
2. Questionnaires
3. Interviews
4. Focus Groups
5. Observations
6. Secondary Use of Existing Datasets
7. Workshops
8. Performances
9. Activities

This methodology is appropriate to answer the research questions/meet the research aims because [insert justification for the methodology].SurveyData will be collected using an [online/in person] [survey/questionnaire] administered through the [Qualtrics/Redcap Survey Platform] [insert location for in person]. The following versions of the survey will be administered to the following participant groups:* [insert survey document title] for [Insert participant group]
* [insert survey document title] for [Insert participant group]
* [insert survey document title] for [Insert participant group]

The survey questions have been developed based on [insert literature references or explain how the questions were developed]. The survey will take approximately [insert the time that it will take to complete] to complete. Participants will be asked to complete the survey on [x] occasions. [An initial reminder and two follow up reminders to complete the survey will be sent before being considered lost to follow up. Each reminder will include instructions for participants to withdraw their consent to participate in future rounds of surveys or from further contact] Focus Groups Data will be collected during focus group sessions conducted at [insert location]. The following versions of the focus group guides will be administered to the following participant groups:* [insert focus group guide document title] for [Insert participant group]
* [insert focus group guide document title] for [Insert participant group]

The focus group discussion themes have been developed based on [insert literature references or explain how the questions were developed]. Each focus group will take approximately [insert the time that it will take to complete] to complete. Participants will be asked to complete the focus groups on [x] occasions. [An initial reminder and two follow up reminders to complete the follow-up focus group will be sent before being considered lost to follow up. Each reminder will include instructions for participants to withdraw their consent to participate in future rounds of focus groups or from further contact] Interviews Data will be collected during [face to face], [telephone], [online/teams/zoom] interviews the following versions of the interview guides will be administered to the following participant groups:* [insert interview guide document title] for [Insert participant group]
* [insert interview guide document title] for [Insert participant group]

The interview guide questions have been developed based on [insert literature references or explain how the questions were developed]. Each focus group will take approximately [insert the time that it will take to complete] to complete. Participants will be asked to complete the interview on [x] occasions. [An initial reminder and two follow up reminders to complete the follow-up interview will be sent before being considered lost to follow up. Each reminder will include instructions for participants to withdraw their consent to participate in future rounds of interviews or from further contact] **Data Analysis Plan** Describe the data analysis plan. |
| 1. **Clinical Trials**
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| At UNSW, Clinical Trials are defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions (which may include placebo or other control) where the primary aim of the research is to evaluate the effect of the intervention on health outcomes. |
| **Clinical Trial**If unsure, use the [Clinical Trial Decision Tool](https://research.unsw.edu.au/document/Clinical%20Trial%20Decision%20Tool.docx)to determine whether the research meets the definition of a clinical trial.  | [ ] Yes | [ ] No |
| **Type of Intervention** | [ ]  Psychological intervention[ ]  Psychiatric intervention[ ]  Surgical intervention[ ]  Investigational medical device[ ]  Investigational medical product (medicine)[ ]  New indication of an approved medical device or product[ ]  Other, describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Therapeutic Goods Administration Clinical Trial Notification** | [ ] Yes | [ ] No |
| **If yes:*** the clinical trial protocol must be attached as a supporting document.
* If UNSW is the sponsor, one of the following sponsor templates must be used.
 | * [Clinical Trial Protocol Template [ Medical Device]](https://research.unsw.edu.au/document/Clinical%20Trial%20Protocol%20Template%20%5BInvestigational%20Medical%20Device%5D.docx)
* [Clinical Trial Protocol Template [Medical Product]](https://research.unsw.edu.au/document/Clinical%20Trial%20Protocol%20Template%20%5BInvestigational%20Medical%20Product%5D.docx)
 |
| **If no:** * If UNSW is the sponsor, it is recommended that the following sponsor templates are used.
 | * [Clinical Trial Protocol Template [Health Interventions]](https://research.unsw.edu.au/document/Clinical%20Trial%20Protocol%20Template%20%5BPhysiological%2C%20Psychological%2C%20Psychiatric%20or%20Surgical%20Interventions%5D.docx)
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| 1. **Sample Size (Maximum of 250 Words)**
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| Specify the intended sample size for the project and explain how this number will generate sufficient information to answer the study’s aims. The information provided in this section should also outline:* The overall number of participants to be included in this research.
* The number of participants to be recruited per participant group.
* An indication of whether the participant drop-out rates have been factored into the selected sample.
 |
| The total sample size for the project is [insert number of participants].[If more than one participant group] Specifically, this sample size is comprised of the following samples from each of the participant groups:1. Participant Group 1 [NAME/DESCRIPTION]: [SAMPLE SIZE]
2. Participant Group 2 [NAME/DESCRIPTION]: [SAMPLE SIZE]
3. [Add additional participant groups]

This sample size is sufficient to meet the research aims and answer the research questions because [e.g. this study does not intend to generalise to broader populations, but to gain an in-depth understanding of the topic; e.g. This sample size will allow for broad representation of perspectives on the topic; e.g. Research studies examining similar topics with sample sizes ranging from [minimum-maximum] participants have allowed the researchers to reach saturation of themes during data analysis; e.g. the power calculation reveals that this sample size will allow for statistically significant results]. |
| 1. **Research Participants (Maximum of 500 words)**
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| Outline the criteria that will be used to select potential participants. In line with the National Statement, items [1.4 (a)](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__95) [3.1.12](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__438) and [3.1.14](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__438) the information at this section must:* Describe the criteria that will be used to select or exclude participants (e.g. inclusion/exclusion criteria, sex, the age range of participants)
* Outline how the criteria for the selection of the potential participants align with the research aims.
 |
| N.B. The inclusion and exclusion criteria should be copied from this section and pasted into the recruitment invitation and Participant Information Statement & Consent Form.Inclusion criteria for participants taking part in this study include:1. E.g., 18 years of age or older
2. Etc.

Exclusion criteria for those who are not eligible to participate in the study include:1. E.g. Under the age of 18 years (justify excluding potential participants based on this criterion)
2. Etc. (justify excluding potential participants based on this criterion)

If you are including any of the following participant groups, your project needs to be reviewed by the **HREC**:* Women who are pregnant and the human fetus
* People highly dependent on medical care who may be unable to give consent
* People with cognitive impairment, an intellectual disability, or a mental illness
* Aboriginal and Torres Strait Islander Peoples and some categories of research falling under
* People who may be involved in illegal activities (see first bolded paragraph for details).

If you include participants under the age of 18, include the Working with Children Check number in the application form, and outline how Parental/Guardian Consent will be obtained at Section 8 below. Include Recruitment and Consent Documents for Parents/Guardians with your submission. |
| 1. **Recruitment of participants**
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| Outline the methods used to recruit participants to the study to refer to the [Human Research Participant Guideline recruitment](https://research.unsw.edu.au/document/Recruitment%20of%20Human%20Research%20Participants%20Guideline%20V1%20April%202021.pdf). The information must outline the following to address National Statement items [3.1.12-3.1.22](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__417) * The processes for identifying participants for each participant group.
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| **Survey** The research team will engage with [ relevant organisations, schools, facility administrators] independent of the research team to recruit participants to take part in the [focus group, interview, survey, study visit, study procedure] and ask that they introduce the research posting a [study advertisement] on [website, social media account, newsletter] or sending a [letter or email invitation] using their organisation mailing list. Support to assist with recruitment will be assumed by the organisation’s agreement to post or disseminate recruitment materials. An [organisation, school, faculty] will not know whether a person agrees to participate or not as the recruitment materials will direct potential participants to the participant information statement and consent form, including further instructions on how to provide consent. **Focus Group**The research team will engage with [ relevant organisations, schools, facility administrators] independent of the research team to recruit participants to take part in the [focus group, interview, survey, study visit, study procedure] and ask that they introduce the research posting a [study advertisement] on [website, social media account, newsletter] or sending a [letter or email invitation] using their organisation mailing list. Support to assist with recruitment will be assumed by the organisation’s agreement to post or disseminate recruitment materials. An [organisation, school, faculty] will not know whether a person agrees to participate or not as the recruitment materials will instruct potential participants to contact the research team directly to register their interest in participating.**Interview**The research team will engage with [ relevant organisations, schools, facility administrators] independent of the research team to recruit participants to take part in the [focus group, interview, survey, study visit, study procedure] and ask that they introduce the research posting a [study advertisement] on [website, social media account, newsletter] or sending a [letter or email invitation] using their organisation mailing list. Support to assist with recruitment will be assumed by the organisation’s agreement to post or disseminate recruitment materials. An [organisation, school, faculty] will not know whether a person agrees to participate or not as the recruitment materials will instruct potential participants to contact the research team directly to register their interest in participating.**Reminders** In the absence of a response to the initial contact, reminder/follow-up contact with potential participants will/will not be undertaken by* [Sending reminder emails or letters on no more than two occasions and providing the recipients with a method of opting out of receiving further reminders].
* Conducting a follow-up phone call or sending a follow-up text or social media message with a method of opting out of receiving further reminders]

Potential participants can indicate their interest in participating by contacting the research team directly via email/phone using the contact details available on the recruitment materials.**Supporting Documentation that should be attached to your submission**1. Recruitment Invitations/Advertisements/Verbal Scripts/Social Media Posts/Recruitment Presentations/etc.
2. Letters of support from any organisations/individuals who will recruit on your behalf
3. Screening protocol if the screening process will involve more than asking participants if they meet the inclusion/exclusion stated on the recruitment invitation
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| 1. **Consent**
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| Outline the methods that will be used to consent participants to the study refer to [Consent of Human Research Participant Guideline](https://research.unsw.edu.au/document/Consent%20of%20Human%20Research%20Participants%20Guideline%20V1%20April%202021.pdf). The information must describe the process for collecting:* Prospective consent from human research participants.
* The consent process to access existing records or data.
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| N.B. A Participant Information Statement and Consent Form (PISCF) is required for all types of consent. Templates are available from the Human Ethics website.**Screening** To determine whether a participant is eligible to participate in the study, the research team will conduct a screening process. This will occur (e.g. once a participant indicates their interest in taking part in the project by contacting the research team; e.g. after the consent process), and will involve [OUTLINE THE SCREENING PROCESS]ORNo screening process is required because [e.g. a purposive sampling process has been used that specifically targeted suitable participants; e.g. all members of the public are eligible to participate; e.g. the inclusion and exclusion are such that participants can determine their own eligibility to participate]Once a potential participant is determined to be eligible to participate/has indicated their interest in participating in the study, the researcher(s) will undertake the consent process outlined in Section 8, and will schedule/organise the data collection process by (e.g. arranging the time and location for the data collection; e.g. advising the participant about when to come to the research site to participate in the data collection).**Focus Groups, Interviews or Study Visits in Person**Participants will be provided with the PISCF (e.g. via email, in person) when (e.g. they contact the research team about taking part; they receive the recruitment invitation email as the PISCF will be attached to this email (recommended)). Participants will be asked to read the PISCF and will have sufficient time to consider their participation because [describe a time gap in times between provision of the PISCF and data collection; explain whether/how the time between provision of the PISCF and data collection is sufficient]. Participants will be advised to contact the researcher(s) if they have any questions, and once they are comfortable providing their consent to participate, will be asked [describe how the consent will be indicated e.g. email, online, verbally or a signature on a paper version ] and return it to the researcher(s) prior to data collection by [e.g. emailing it to the researcher(s); bringing it to the research site on the day of data collection (for an interview study)].**Telephone Interviews or Activities that require Verbal Consent.**Please note that Verbal Consent cannot be used alone. A PISCF for Written Consent must be sent to participants via email, mail or made available in an online format prior to obtaining/recording verbal consent and the data collection process. Please see Guidelines for Collecting Participant Consent for further information.Participants will be provided with the PISCF (e.g. via email, in person) when (e.g. they contact the research team about taking part; they receive the recruitment invitation email as the PISCF will be attached to this email (recommended)). Participants will be asked to read the PISCF and will have sufficient time to consider their participation because [describe a time gap in times between provision of the PISCF and data collection; explain whether/how the time between provision of the PISCF and data collection is sufficient].At the time of data collection, participants will be read the verbal consent script by the researcher(s) before the data collection commences. Participants will be asked to advise the researcher(s) if they have any questions. If the participant verbally provides their consent for the researcher(s) to proceed with the data collection, their consent to participate will be recorded by [e.g., audio recording the consent declaration component of the verbal consent script]. **Survey**Participants will be provided with the PISCF at the start of the data collection instrument (e.g. survey) and will be required to read through it before proceeding to the data collection instrument. If they choose to complete the data collection and submit it to the researcher(s) for analysis, this will be evidence of their implied consent to participate in the study. A copy of the PISCF will also [e.g. be attached to the recruitment invitation email; be downloadable using the link included in the online PISCF] for participants’ reference.Participants will have sufficient time to consider their participation because [describe a time gap in times between provision of the PISCF and data collection; whether explain how the time between provision of the Participant Information Statement and data collection is sufficient].This written/verbal/implied consent process is appropriate for the data collection method and participant group because [e.g. the survey is anonymous and consent can be implied by return of the survey; e.g. the interview will be conducted via telephone so verbal consent can be recorded prior to the start of the data collection; e.g. participants will be completing the data collection in person, so written consent can be obtained at the time of data collection; e.g. participants will be under the age of 18, so parental consent will be provided prior to data collection; e.g. participants will have cognitive impairments, so a simplified easy to read version of the documents will allow participants to provide informed consent].If you are conducting multiple rounds of data collection during this project (e.g. a longitudinal study), explain whether participants will be re-consented at the time of each data collection, and how this process will be undertaken.If you are researching a participant group that may not have the capacity to provide their own informed consent (e.g. children, people highly dependent on medical care, people with cognitive impairments or intellectual disabilities), explain how the capacity to provide consent will be determined by the research team. In the event that the participant does not have the capacity to provide informed consent, explain how consent will be obtained from a person or appropriate statutory body exercising lawful authority for the potential participant (see Section 2.2.12 of the National Statement).If you are using an existing dataset where consent for the data to be shared for future research purposes was obtained from participants at the time the data was collected, include a copy of this consent form with your submission. If consent for the use of the data for research purposes was not originally obtained, ensure you have addressed points (a) to (i) at section 2.3.10 of the National Statement on Ethical Conduct in Human Research within your application in order to seek a waiver of consent.**Supporting Documentation that should be attached to your submission**1. Participant Information Statement and Consent Form (PISCF) for the type of consent you will obtain; and/or
2. Verbal Consent Script
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| 1. **Reimbursement of Expenses or Incentives to Participate**
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| Explain whether participants will be provided with any reimbursement or whether any financial incentive or other “reward” will be used during the research. To ensure that National Statement item, [2.2.10](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__235) and [2.2.11](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__235) are addressed ensure that the information at this section provides:* The amount that will be provided as reimbursement, financial incentive or reward;
* The reason why reimbursement is being provided (e.g. transport costs, time involved, accommodation parking)
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| Participants will not be reimbursed for their participation, nor will their participation incur any expenses.ORParticipants will be reimbursed for their participation by means of [specify the reimbursement, including the form the reimbursement will take (e.g. gift voucher), the dollar value of the reimbursement]. The reimbursement/reward will be provided to participants at [e.g. the conclusion of the data collection process] by [e.g. handing them the reimbursement in person at the conclusion of the data collection; e.g. posting the gift card to their office]. |
| 1. **Risks to participants**
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| Conduct a risk assessment of the proposed research. To address [National Statement 2.2.1 – 2.1.8](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__155) provide the following:* List the risks and/or discomforts that participants may experience while participating in the research;
* Provide an indication of the likelihood and severity of an event occurring;
* Outline the plan for minimising the risk of an even occurring;
* Detail how events will be reported to the HREC and in what circumstances the research will be stopped for safety reasons;
* Explain how the benefits of the research outweigh the risks or discomforts.
 |
| The researchers anticipate the following discomforts/harms to participants [explain each discomfort/harm, in what context the discomfort/harm may occur, and how likely the discomfort/harm is to occur based on the nature of the participant group/recruitment method/data collection method].Examples of discomforts include:* minor side-effects of medication or from participating in the research in general (e.g., headaches),
* the discomforts related to measuring blood pressure or related to being asked about particular aspects of one’s personal or social lives,
* anxiety induced by providing answers during an interview or in answering a survey.

Examples of harms include (submit to HREC rather than the Panel):* physical harms: including injury, illness, pain.
* psychological harms: including feelings of worthlessness, distress, guilt, anger, or fear related, for example, to disclosure of sensitive or embarrassing information, or learning about a genetic possibility of developing an untreatable disease.
* devaluation of personal worth: including being humiliated, manipulated or in other ways treated disrespectfully or unjustly.
* social harms: including damage to social networks or relationships with others; discrimination in access to benefits, services, employment, or insurance; social stigmatisation; and findings of previously unknown paternity status.
* economic harms: including the imposition of direct or indirect costs on participants.
* legal harms: including discovery and prosecution of criminal conduct.
* research is being conducted in a country where the travel advice is a level 3 – reconsider your need to travel or level 4 – do not travel.

To minimise the risk of these discomforts/harms, the researchers will adopt the following processes [explain how each risk of discomfort/harm will be minimised or mitigated by the research team].The benefits outweigh these potential risks of discomfort/harm because [explain how the overall purpose/aims/outcomes of the study justify the risk of discomfort/harm].**Supporting Documentation that should be attached to your submission.**1. Safety Protocol for Students conducting research in other countries.
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| 1. **Privacy and Confidentiality**
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| At this section, the research team needs to describe how the data may be collected, stored or disclosed. In order to ensure that data is collected in line with [National Statement item 1.10](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__155) and in accordance with the UNSW [Data Management Requirements](https://research.unsw.edu.au/research-data-management-unsw) and the UNSW [Handling Research Material and Data Procedure](https://www.gs.unsw.edu.au/policy/documents/researchdataproc.pdf) the information at this section must specify: |
| **11(a) Privacy and Confidentiality Procedures**  |
| Individual identifiers will be removed from the data using the following method:Direct (e.g., name, address, photograph) and indirect (e.g. date of birth, gender, profession) identifiers will be removed during the transcription process. Identifying information will be replaced with codes based on the following system [explain how the codes will be generated]/pseudonyms that will be chosen by participants, Images of faces will be pixelated by the researcher using [state the technology used for this purpose, e.g., Automated software will be used to remove individual identifiers from the dataset including [state the variables that will be removed].The master list for the de-identification will be stored separately to the de-identified data.**Conversion of paper records to electronic format.**If converting paper records to electronic format, the requirements set out in the NSW State Archives & Records (SARA) GA45 must be met:* Authentic, complete, and accessible scans must be made.
* The scans become the official record and are kept in accordance with all legislative requirements, and;
* The source paper records are kept for quality control purposes for an appropriate length of time after copying (and are then destroyed.) GA45 does not specify a retention period prescribed before destroying the source paper records. UNSW records and archives recommends a minimum of 3 months.
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| **11(b) Type of data the research will collect**  |
| The data collected for this research will be: [ ] Highly Sensitive [ ] Sensitive [ ] Private[ ] Public[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **11(c) Data Storage Platform** |
| Research data must be stored following [the UNSW Data Handling Guidelines](https://www.gs.unsw.edu.au/policy/datahandlingguidelines.html). Where possible it is recommended that a UNSW Supported Platform is used. |
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| **Indicate the type of platform that will be used to store the research data** |
| [ ] UNSW OneDrive & Teams | **Supported Platform** |
| [ ] ENoteBooks |
| [ ] The UNSW Data Archive |
| [ ] [Home Drive/Shared Drive](https://research.unsw.edu.au/data-storage-and-tools) |
| [ ]  **Alternative Platform** |
| To demonstrate that the alternative platform complies with for storage of data the [System Classification Tool](https://www.datagovernance.unsw.edu.au/system-classification) must be completed and the system score from the “Check\_SystemClassification” sheet provided.For assistance with completing this [System Classification Tool](https://www.datagovernance.unsw.edu.au/system-classification) or where the score does not meet the threshold for data classification or other data management matters, please contact the Research Data Management team at rdm@unsw.edu.au. |
| **Platform Name** |
| **System Score** |  |
|  |  |

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| **11(d) Specify the type of data that will be collected.**  |
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| [ ]  **Data collected in hardcopy.**

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| **Storage location and address.** |  |
| **How is access restricted.** |  |
| **Data retention period.**  | Please select one.[ ]  **5 years after publication**[ ]  **7 years after completion.**[ ]  **15 years after publication**[ ]  **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| [ ]  **Data collected electronically.**

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| **Platform/server name.** |  |
| **How is access restricted.** |  |
| **Data retention period.**  | Please select one.[ ]  **5 years after publication**[ ]  **7 years after completion.**[ ]  **15 years after publication**[ ]  **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| [ ]  **Audio or Video Recordings**

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| **Storage location/server name.** |  |
| **How is access restricted?** |  |
| **Will the recordings be transcribed?** | [ ]  **Yes**[ ]  **No**[ ]  **N/A** |
| **Will a person external to the research team transcribe the recordings?** | [ ]  **Yes**[ ]  **No**[ ]  **N/A** |
| **Will the person or company be asked to sign the UNSW** [**confidentiality agreement**](https://research.unsw.edu.au/document/Audio%20Photographic%20and%20Video%20Recording%20Participants.pdf)**?**  | [ ]  **Yes**[ ]  **No**[ ]  **N/A** | If yes, attach a copy of the confidentiality agreement to be provided. |
| **Specify the data retention period.** | Please select one.[ ]  **5 years after publication**[ ]  **7 years after completion.**[ ]  **15 years after publication**[ ]  **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| [ ]  **Photographic**

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| **Storage location/server name.** |  |
| **How is access restricted?** |  |
| **Data retention period**  | Please select one.[ ]  **5 years after publication**[ ]  **7 years after completion.**[ ]  **15 years after publication**[ ]  **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| [ ]  **Human Biospecimens (e.g. blood/tissue)**

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| **Storage location/facility name.** |  |
| **How is access restricted?** |  |
| **Will the biospecimens be transferred from another site to UNSW?** | [ ]  **Yes**[ ]  **No**[ ]  **N/A** |  |
| **Will a material data transfer agreement be established for this purpose?** | [ ]  **Yes**[ ]  **No**[ ]  **N/A** | If no, explain why. |
| **Data retention period**  | Please select one.[ ]  **5 years after publication**[ ]  **7 years after completion.**[ ]  **15 years after publication**[ ]  **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| 1. **Data Sharing**
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| If the researcher intends to re-use or share the data for a secondary research purpose, in line with [National Statement, items 3.1.45, 3.1.55 – 3.1.62](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__155) this section must outline:* The procedures that will be followed by the research team to provide access to the information;
* The format the information will be provided to researchers in (e.g. identifiable, non-identifiable);
* The process that the researcher will follow to ensure that the researchers accessing the information for secondary analysis have appropriate ethics approval;
* How the research team will report to the HREC on an annual basis the number of times information has been accessed for a secondary research purpose.
 |
| **12 (a) Will data be stored, shared, and used for secondary research purposes?** | [ ]  **Yes**[ ]  **No**[ ]  **N/A** |
| **12(b) If yes, specify the procedures that will be followed to provide access to the data for secondary research purposes.** |
| Data may be used for future research purposes or shared with other researchers. If so, the following process will be followed:* The researchers will nominate a member of the research team to be responsible for data sharing (a data custodian) and this person is [insert researcher name].
* The researcher will remove individual identifiers from the data [using the process outlined in Section 11] and provide it to other researchers in a de-identified format.
* The researcher will ask others who wish to access the data for a copy of their ethics approval to do so before the data is shared for secondary research purposes. The researcher will maintain a copy of other researchers’ ethics approval for their records.
* The researcher will transfer the data to other researchers by [e.g. sharing a link to a secure UNSW OneDrive folder].
* The researcher will report to the HREC the number of times the data has been accessed for a secondary research purpose on their Annual Monitoring Report, which is required to be completed annually as a condition of approval for all research projects.
 |
| 1. **Publications and Dissemination of Results**
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| To ensure that [National Statement item, 1.1 (d)](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__111) is addressed at this section, detail how:* The research results will be reported to the participants of the study.
* How the research results will be reported/ published.
* How participant confidentiality will be maintained in your reports and/or publications.
 |
| Participants will be provided with a summary of the findings at the conclusion of the project by (e.g. email) [This should align with the information at Section 8 of the PISCF. Note that if you are collecting non-identifiable data (e.g. using an anonymous questionnaire) participants should be instructed at Section 8 to access the results by contacting the research team or by using a link to a designated website (to be provided on the Consent Form) where a summary of the results will be published)].The research results will be reported/published (e.g. in academic journals; e.g. as a PhD/Masters/Honours thesis; e.g. in Conference presentations).Participant confidentiality will be maintained by (e.g. only reporting aggregate results; e.g. not including any individually identifying information in publications; e.g. only reporting individually identifying information with participants’ consent). |
| **14: Checklist**  |
| **Before submitting review, all submission documents and check the following.**[ ]  Create recruitment materials, participant information statement and consent forms. Templates can be accessed on the forms and templates page <https://research.unsw.edu.au/forms-and-templates> [ ]  The information specified in sections 3, 6, 7, 8, 10, 11, 12 and 13 of the project descriptions are consistent with the information provided in the recruitment materials, participant information statement and consent form.[ ]  Provide copies of tools that will be used to record participant data or instructions on how to administer research procedures such as interview guides, focus group guides, links to the online survey, copies of survey tools etc.[ ]  Complete a spell check, written English and grammar check of all recruitment materials, participant information statement and consent forms. [ ]  Present all final information in black font and remove any irrelevant help text from the project description, recruitment materials, participant information statement and consent form.[ ]  Remove all guidance comment boxes.**Student Projects** [ ]  Student projects must be reviewed and submitted by the student’s supervisor. Applications submitted by students will not be processed for review. **Submission requirements** [ ]  Follow the submission instructions included in section 11 of the application form. [ ]  Submit the application by the submission closing date <https://research.unsw.edu.au/human-research-closing-dates>  |