

**Application for the Approval of Human Research**

**Cover Sheet**

|  |  |
| --- | --- |
| Name |  |
| Department/Centre |  |
| School |  |
| Email |  |
| Phone |  |

|  |  |
| --- | --- |
| Project Title |  |

This is an application for approval of: (X all that apply)

|  |  |
| --- | --- |
|  | Masters Degree Research |
|  | PhD/EdD Research |
|  | Staff Research |
|  | External Grant |
|  | Research Collaboration (provide name below) |
|  |  |

|  |  |
| --- | --- |
| Chief Supervisor (if applicable) |  |
| Chief Supervisor Signature  (if applicable) |  |

|  |  |
| --- | --- |
| X | I request approval for this research and attach all relevant documentation necessary for evaluation specified in the Human Research Ethics Policy. |
| X | I have read and complied with the Ethical Conduct in Human Research Ethics Policy |

|  |  |
| --- | --- |
| Signature |  |
| Date |  |



**Application for the Approval of Human Research**

|  |  |
| --- | --- |
| Project Title |  |
| Researcher/s |  |
| Supervisor/s |  |
|  |  |
| Date of Data Collection |  |

**Description of the Research**

|  |  |
| --- | --- |
| Project Outline | Briefly outline what the project is about including the goals |
| Location of Research | Specify the physical location; village, school, university, field work, etc. |
| Methods | Concisely summarize methods, surveys, interviews, document analysis, etc., |
| Expected Outputs | Identify expected outcomes; new curriculum materials, teachers’ guide, etc. |

**Informed Consent**

|  |  |
| --- | --- |
| Participant Selection | Identify intended participants; Form 7, Primary Teachers, etc.  Say approximately how many participants will be involved |
| Participant Invitation | Describe how you will invite participants; email, letters, etc. |
| Participant Communication | Explain how you will provide participants with information about the project and what’s required of them  Attach the Participant Information Sheet and Participant Consent Form |
| Participant Complaints | Indicate who the participants can raise issues of concern with; you first, then your supervisor or manager; provide contact details on the Participant Information Sheet |

**Respect Privacy and Confidentiality**

|  |  |
| --- | --- |
| Protection of Identities | Explain how any publications or reports will not include details of participants names or schools/organization, say you will use pseudonyms |
| Secure Data | Indicate how you will keep the data secure; e.g., on password protected laptop; locked filing cabinet, etc. |
| Access to Data | Describe who will have access to data; e.g., your supervisor, co-researchers, etc.  Confirm that no third party shall have access to the data |
| Publication of Findings | Say how the findings will be publicized; thesis, conference papers, journal articles, etc. |

**Minimise Harm to Participants**

|  |  |
| --- | --- |
| Association With participants | Describe any way you are associated with participants that might influence the ethical appropriateness of you conducting the research either favourably (e.g., same language or culture) or unfavourably (e.g., dependent relationships such as employer/employee, supervisor/worker, lecturer/student) |
| Risk of Harm | Identify potential harm and how you will mitigate this; e.g., assessment will be done by another staff member |
| Conflicts of Interest |  |

**Social and Cultural Sensitivity**

|  |  |
| --- | --- |
| Cultural Differences | If the participants as a group differ from the researcher in ways relevant to the research or related activity, describe your procedures to ensure the research or related activity is culturally safe and non offensive for the participants. |
| Cultural Issues | Identify any areas in your research or related activity that are potentially sensitive, especially from participants’ perspectives. Explain what you do to ensure your research or related activity procedures are sensitive (unlikely to be insensitive). Demonstrate familiarity with the culture as appropriate. |