

ETHICAL CLEARANCE OF RESEARCH INVOLVING HUMAN SUBJECTS APPLICATION FOR APPROVAL OF RESEARCH

This form is to be downloaded from the website, filled in, and returned to the Office of the Dean, preferably by email, or by post:

Email: dean@scd.edu.au

Post: The Dean, SCD, PO Box 1882, Macquarie Centre, NSW 2113

1. Name of researcher:

Address:

Email:

Phone:

(Add other names here if there more than one researcher)

Name of supervisor: (if student):

Address:

Email address:

Phone:

Member Institution/Korean School of Theology/Graduate Research School:

Project Title:

2. Research Context

This research is to be carried out:

As academic research of a member of faculty

OR

As part of a research degree program

- Degree Program ...
- Supervisor ...

OR

As part of a postgraduate research essay

- Degree Program and coursework unit ...
- Supervisor ...
- Member Institution/Korean School of Theology ...

OR

As part of a postgraduate research project

- Degree Program and coursework unit...
- Supervisor...
- Member Institution/Korean School of Theology ...

OR

As part of a BTh (Hons) or BMin (Hons) thesis

- Supervisor...
- Member Institution/Korean School of Theology ...

OR

As part of an undergraduate program

- Coursework unit ...
- Lecturer ...
- Member Institution/Korean School of Theology ...

3 Outline of the research and its place in the project

The research and its place in the project should be described as clearly as possible using lay terms where available and in no more than 500 words.

4 Nature of the research

Approval is sought for the use of:

- questionnaires and surveys, hard copy or online, etc.
- qualitative methodologies (tapes or notes from focus groups, interviews, etc.)
- behavioural observation (whether known or unknown to participants)
- accessing data you, or another individual, have already collected for another purpose (e.g. from a database or archives, etc.)
- psychological experiments

Note: The standard of proof for both purpose of research and ethical standards must be set very high in any experiments or observations that involve *deception* of subjects

- psychiatric or clinical psychological studies
- other similar methods.

Provide details here and append copies to the application

CHECK POINT I have provided copies of all information

5 The collection of research data has already taken place YES NO

If YES detail the source and ethics clearance of the material

CHECK POINT I have provided copies of all information

6 Time frame

Date for the commencement of research collection

Date for the conclusion of research collection

Period for which approval applies

7 Merits of the research

Taking into account the recent literature and previous studies this research project is justified in that it:

8 Participants in the research

Do the subjects of the research include:

- Children as subjects YES NO

If YES is a Prohibited Employment Declaration appended to this application

- Wards of the state YES NO

- | | | |
|--|-----|----|
| • Prisoners and prison authorities | YES | NO |
| • Members of the armed services | YES | NO |
| • Persons who have a currently diagnosed mental illness | YES | NO |
| • Persons who have a diagnosed intellectual impairment | YES | NO |
| • Persons with disabilities and/or their carers | YES | NO |
| • Persons with chronic illness and/or their carers | YES | NO |
| • Persons who are from a non-English speaking background | YES | NO |

If YES provide details here

- | | | |
|--|-----|----|
| • Aboriginal and Torres Strait Islanders | YES | NO |
|--|-----|----|

If YES have the most recent guidelines of the National Health and Medical Research Council for research involving Aboriginal and Torres Strait Islander individuals been consulted?

YES	NO
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Provide details here

Do the subjects include people who do not speak English as their primary language?

YES	NO
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If YES provide details of how translation assistance will occur

Does the research involve deliberate deception of subjects?

If YES provide full justification as well as additional provisions for debriefing participants at appropriate stage

Provide a copy of the information to be made available to participants

See SAMPLE PARTICIPANT INFORMATION sheet

Does it include:

- | | | |
|--|-----|----|
| • The title of the project on each page | YES | NO |
| • Pages numbered as page 1 of X, 2 of X, etc. | YES | NO |
| • An assurance that participation is voluntary | YES | NO |
| • An assurance that participants can withdraw at any time without penalty or prejudice | YES | NO |
| • The name and contact details of the researcher | YES | NO |
| • The name and contact details of the Sydney College of Divinity Dean should a participant wish to make a complaint about the conduct of the research project? | YES | NO |
| • Is the first page printed on appropriate letterhead of the Sydney College of Divinity? | YES | NO |

- | | | |
|--|--|--|
| • Is a separate consent form included for storing data (e.g. audio tapes)? | | |
|--|--|--|

Note: If interviews are used, participants should be informed of their right to read/edit the transcript before results are recorded – researcher must provide details of how this is to occur.

Researcher must also provide details + assurances that any third party assisting in transcriptions will respect confidentiality and that all information gathered, unless separate and specific written permissions have been obtained, will be 'de-identified' to ensure confidentiality (all of these assurances must be included in the cover letter sent to participants)

Will written consent be obtained?	YES	NO
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If NO, how will consent be indicated?

Has a copy of the consent form been appended?	YES	NO
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Has it been printed on appropriate letterhead of the Sydney College of Divinity?

YES	NO
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Give details of how participants will be recruited, including assurances that choosing not to participate will not affect subjects in any way (especially relevant when recruitment is supported by service, government, or voluntary agencies; or with students recruited by their teacher(s)). Attach sample letter to such agencies if applicable.

Will participants receive any reimbursement, remuneration or financial incentive or 'rewards' as a result of participation? YES NO

If YES give details here

CHECK POINT I have provided copies of all information

9 Conflict of interest

Are the participants:

In a teacher-student relationship with the researcher?	YES	NO
In an employer-employee relation with the researcher?	YES	NO
In a minister-parishioner relation with the researcher	YES	NO
In any other dependent relationship with the researcher?	YES	NO
In a health carer-receiver relationship with the researcher?	YES	NO
In a doctor-patient relationship with the researcher?	YES	NO
Is the research being funded by an external organization?	YES	NO

If YES give details here

Does the researcher or supervisor expect any direct or indirect financial gain or other benefit from conducting the research? YES NO

If YES give details here

Have others besides the researcher placed any restrictions on the use of the results YES NO

If YES give details here

10 Risks, benefits and publication of results

Could participation in the research adversely affect the participants resulting in:

- | | | |
|-------------------------|-----|----|
| • physical harm? | YES | NO |
| • psychological harm? | YES | NO |
| • injury to reputation? | YES | NO |
| • invasion of privacy? | YES | NO |
| • breach of the law? | YES | NO |

How will participants be recruited for the research?

If participants are recruited directly by the researcher show how the issue of coercion, real or perceived, is addressed.

How will the participants be informed of the purpose of the research?

Is the research expected to benefit the participants directly or indirectly?

How are the results of the research to be disseminated?

List the secure institutional location(s) where all data collected will be stored (minimum period = 3 years). Note that storage of the data on the researcher's personal computer or personal web account is not sufficient.

List the media for storing data (e.g. audio / video tape, typed transcripts, etc.)

List in following pages the research details – e.g. questionnaires (in full), outline of questions (for individual / focus group interviews), survey forms ...

These *must* all be approved as well: the wording of questions or the approach of a survey design have significant ethical implications that need to be vetted in detail

An example: a survey that states 'please answer all questions to the best of your ability' violates the subjects' rights to refuse to answer any question as they choose.

CHECK POINT I have provided copies of all information

11 Consent

Name the individuals and officials of organizations whose consent is required, and append the documentation.

NAME	OFFICIAL CAPACITY	DOCUMENTATION
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CHECK POINT I have provided copies of all documentation

12 Consultation

Name the particular church, ethnic or community groups involved

Name the individuals and officials who have been consulted, and append the documentation

Show how you have responded to concerns and issues raised

CHECK POINT I have provided copies of all documentation

13 Reflections of the researcher

As the researcher give your understanding of the ethical issues involved in this research project (please limit to 500 words maximum if required)

CHECK POINT

I have filled out all sections of the form

I have attached copies of all documents

14 Signature of Researcher

15 Approval of supervisor (where applicable)

Name of Supervisor (please print) _____

Supervisor's signature _____ Date _____

16 Date submitted to the Research Ethics Committee _____

Date Received by Office of the Dean

Date processed by Ethics Committee

Signature of Chair of the Ethics Committee _____ Date _____

Notification to be sent to:

Faculty Researcher

Research Degree Candidate Supervisor

Postgraduate Student completing a Research Essay
 Supervisor Member Institution/Korean School of Theology

Postgraduate Student completing a Research Project
 Supervisor Member Institution/Korean School of Theology

BTh (Hons) Student
 Supervisor Member Institution/Korean School of Theology

BMin (Hons) Student
 Supervisor Member Institution/Korean School of Theology

Undergraduate Student Supervisor Member Institution/Korean School of Theology

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CHECKLIST OF DOCUMENTATION PROVIDED

- Documents regarding the source and ethics clearance of research data already compiled
- Copies of the research instruments
- If research involves children a copy of a Prohibited Employment Declaration
- Letter of invitation to participate
- Written consent form
- Information sheet about project that will be given to all participating
- Any advertising copy or other details to be used in recruitment of subjects
- If applicable: cover letter + info sheet to recruiting agents / agencies
- If applicable: consent letter for parents of child participants (this must include child's signature also)
- If applicable: guidelines for (telephone / email) recruitment of subjects
- If applicable: sample debriefing sheet for participants involved in research involving intentional deception
- If applicable: sample letter to be translated for NESB subjects explaining process of translation to be used
- Documentation concerning community consultation

[Office use only]