Application Guide:
Human Research Ethics

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Quality Assurance Activities

Quality assurance activities do not require ethical review, however they must be carried out according to ethical principles. For information on ethics in quality assurance activities read the NHMRC's Ethical considerations in quality assurance and evaluation activities, and researchers are encouraged to read Section 2(e) Triggers for consideration of ethical review when deciding whether they need to request ethical review.

Undergraduate Student Projects

Undergraduate students conducting small research projects involving human participants as part of their course assessment will need to ethical review for these projects. However, in some cases it may be possible for the lecturer in charge of the subject to submit a single ethics application for the course to cover these smaller projects. Please contact the ethics team to confirm requirements for your proposed projects and to find out more about whether a single ethics application is able to cover a subject or assignment.

Biomedical Research Conducted in Singapore

In Singapore, the ____________________ requires Institutional Review Board (HRECs) to be located in Singapore and registered with the Ministry of Health. For this reason, the JCU HREC is unable to review biomedical research (as defined in the above Act) in Singapore.

Accessing Student Data in University Databases

3. Human Research Ethics Training

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Open access online training modules developed by the [University of Southern Queensland](#) can be accessed by JCU staff. You will need to register as a guest user to get a guest login before enrolling in the module. This module is free.

All researchers and students conducting Aboriginal and Torres Strait Islander research should complete Aboriginal and Torres Strait Islander cultural competency. JCU staff and students can access training through the [Centre for Cultural Competence](#) by enrolling through the JCU Staff Learning Hub training portal. Please provide a copy of your course completion certificate with your application.

4. The Research and Innovation Services Human Ethics Team

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advertisements or post must be provided with the application, as well as details of which social media sites, the advertising media need to be provided. If social media is to be used, then the account should not be a private account.

Letters of Support.

When other organisations are to be involved in the research, such as in assisting in recruitment, Letters of Support will need to be provided. These should be on official letterhead of the organisation.

Return of Review

Once you have your review from the Human Research Ethics Advisor, please make the requested amendments (if applicable) and combine all documents into one pdf so that it can be sent to the Dean/Delegate for their signature and subsequent submission to ethics@jcu.edu.au.

6.

team to seek advice.

Exempt Research Review

If you feel your research meets the criteria and may be exempt from ethical review, contact the ethics team to confirm its exemption or submit a negligible risk application form for review.

7. Guide to the JCU HREC Application Form

The JCU HREC will accept either the [JCU HREC Application Form](#) or the [National Human Research Ethics Application online application form](#).

Before completing the application form, researchers should:

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Table 1. Human Research Ethics Risk Assessment

Category	Procedure	Examples
1	Negligible Risk: Research or teaching projects with no foreseeable risk of harm or discomfort and any foreseeable risk is no more than inconvenience. No deception involved and no invasion of privacy.	
2	Low Risk: Research or teaching projects where the only foreseeable risk is one of discomfort. Could include some form of personality or clinical assessment. (Cite tests or enclose copies if unpublished instruments are to be used.)	
3	Information requested or provided that might result in some mild psychological distress, or clinical procedures resulting in mild physical stress. (If there is a possibility of minor deviation from the complete and frank disclosure as to the true nature of a project, classify as Category 3.)	
4		

Funding and Financial Benefits

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any funding support, it mayy   HIL0RXWOLQAp0

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Aboriginal and Torres Strait Islander Research

If you are thinking about conducting a research project with Aboriginal and Torres Strait Islander peoples or communities, the design of your project must respect and take into account the values, and cultural protocols of Aboriginal and Torres Strait Islander peoples. As such there are additional considerations for research projects that:

Will involve or be conducted in or with Aboriginal and Torres Strait Islander communities

Uses data/information related to Aboriginal and Torres Strait Islander peoples that is not otherwise publicly available

Targets participants who are Aboriginal and Torres Strait Islander people/s

The recruitment population is likely to include a significant number of Aboriginal and Torres Strait Islander peoples, i.e. health population studies, certain school populations

For guidance on the planning, design and conduct of ethical Aboriginal and Torres Strait Islander peoples research, please read the following documents and refer to the [JCU Application and Submission Guidelines for Aboriginal and Torres Strait Islander research.](#)

[National Statement on Ethical Conduct in Human Research (2007) - Updated 2018](#)

[Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders 2018](#)

[Keeping research on track II 2018](#)

If you are carrying out Aboriginal and Torres Strait Islander research, please also complete the [Aboriginal and Torres Strait Islander application supplement](#) and address the six core values.

Methods

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                                                                                            and follow
Demonstrate how your research will meet these principles by providing an overview of the methods you plan to use to meet the aims described previously (max. 250 words). Later questions will look more closely at the elements of research outlined in Chapter 3 of the National 06≥30055155( )10(a).5 842 re*nBT/F4 10 Tf1 0

Videos and Photographs

If you are taking videos or photographs of the participants, explain why this is necessary to meet the aims of the project, especially if they clearly identify the people involved. Participants will also need to be informed and consent to this happening and be told how and where these images will be used.

Where there will be photos identifying people participants will need to complete the JCU Talent Release Form, so submit a copy of this form with your application.

Research Sites and Locations

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                            . Describe the proposed facilities/settings where the research will be conducted and how they are appropriate for the research and meet any emotional or physical needs and the safety of the participants. This is particularly important if the participants are from certain groups with special needs or if the research is such that certain conditions or equipment is required for the research to be safe.

If the research is done online, describe the systems to be used and how the emotional wellbeing of participants will be protected if the research topics are such that they may cause distress.

Queensland Health Service Districts or Patients

Any research being conducted involving Queensland Health staff, patients, sites and/or data must be approved by the appropriate Queensland Health HREC according to the Queensland HREC procedures. Please submit your documents as outlined under External HREC Approvals above for acknowledgement.

Research carried out in other health facilities including interstate should check with the administering organisation to determine what their application requirements are before submitting to the JCU HREC.

Research Taking Place in Queensland Department of Education Facilities

Research taking place in Queensland Department of Education (QDofE) facilities (schools) must first obtain JCU HREC approval, and then be submitted to the QDofE Research Services as outlined on their website.

QDofE Research Services will then process the application and guide it to the appropriate review processes as a part of their internal governance.

Research Taking Place in Queensland Catholic Education Facilities

Research taking place in catholic education facilities should consult their website for information on research involving their staff and students.

Research Taking place in other Education Facilities

Research being conducted in education facilities not administered by the Queensland Department of Education Approach the educational institution directly to find out their requirements for their participation in research.

Overseas Research

If research is to be conducted in a country, JCU researchers must still comply with the
and the same values and principles will apply. Researchers may also have to comply with local laws or
requirements for human research, and it is up to the researcher to inform themselves of these before
they seek HREC approval. Chapter 4.8 outlines requirements that relate to research in other countries
(other than Australia   JCU-A and Singapore   JCU-S).

Researchers conducting research overseas need to provide the HREC with documentation that shows
approval or support for their research from the governments of these countries and evidence that no
other human research ethics approvals are required e.g. links to websites or guidance documents from
those countries, correspondence from government officials etc.

Recruitment

Describe the recruitment process including:

> The recruitment strategy
>
> How contact details will be accessed
>
> Screening process for inclusion/exclusion of certain participants
>
> How will the recruitment strategy facilitate obtaining consent?
>
> How will the recruitment strategy ensure that participants can make an informed decision about
> participation?
>
> Are there any risks associated with the recruitment strategy for the potential participants or
> viability of the project?
>
> What is the impact of any relationship between researchers and potential participants on
> recruitment?
>
> If social media is to be used, what platforms, groups, pages. Will the use of chosen platforms lead
> to the exclusion of certain groups/demographics of people and if so, how will any bias be
> addressed?

Copies of advertisements, scripts used for oral recruitment, social media wording and photos or any other
tools used in the recruitment strategy need to be submitted with your application. Resources and advice
on using social media as a recruitment strategy can be provided by the Human Ethics Officer.

Letters of support from any organisation involved in the recruitment or research: including access to data,
premises, staff, schools need to be provided before approval can be released.

Considerations when using Social Media as a Recruitment Tool

The National Statement does not specifically provide advice on the use of social media in recruitment of
participants; however, several publications offer considerations for researchers. A summary of issues
related to social media in recruitment can be found on the AHRECS website.

Consent

To meet the principle of žfYgYUfWXYfg´bYYX´hc´[´]j´Y
and informed consent is an essential part of
ethical human research. Researchers need to describe to the HREC how they plan to get informed consent
from potential participants.

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. Researchers need to describe to the HREC how they plan to
get informed consent from potential participants.

Information can be provided in a number of ways, with the most common being through an Information
Sheet. The JCU HREC has a template that covers all the information that needs to be provided to potential
participants so they can make an informed decision about their participation. Please use this template
when preparing your applications

There are several ways a potential participant can provide consent including:

Signing a consent form

Verbal consent

Implied consent, such as starting or returning a survey

For more information on consent including renegotiating or withdrawing consent, dependent and unequal
relationships and consent for the future use of data or tissues, opt-out consent and waivers of consent
read the

For further guidance on consent and information sheets, see Appendix XX or you can use the >7I ´<F97 g´
Consent Form and Information Sheet proformas.

Reimbursements and Incentives

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result of their participation, these should not be excessive or disproportionate such that it may induce
people to take risks they would not normally be prepared to take. Examples of appropriate
reimbursements or incentives include:

Reimbursement of travel, parking costs

Small sums of money (gifts or vouchers are generally preferred)

Credit point recognition eg SONA credit points

Gifts or vouchers worth only small amounts of money

Dissemination of Results

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Researchers need to consider how they plan to disseminate results of their research, and can include publications, presentations, and through other media, and also whether and how participants will be provided with the results. Researchers should read   of the and consider the points and questions in these sections when completing your application.

If you finish your project before the approval ends you can submit your Final Report early to save you from receiving further requests for reports. If you receive a reminder for a Final Report but your research is not yet complete, you can apply for an extension by submitting an amendment.

Adverse Events

An adverse event is any incident that has the potential adversely affect research participants or the progress of the progress. Adverse events should be reported using the [Adverse Event Form](#), as soon as possible after they occur, and may mean that the project needs to be amendment to prevent further occurrence.

Complaints

If you have any concerns or wish to lodge a complaint about:

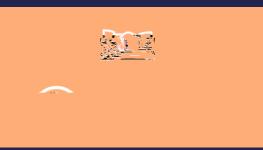The conduct of a JCU researcher or student undertaking human research.

A JCU human research project.

A decision made by the JCU Human Research Ethics Committee.

JCU human research that you feel may not have HREC approval or being conducted outside of

the conditions of approval.

Contact Research and Innovation Services

Research and Innovation Services opens doors across our campuses in Australia and Singapore, making it easier for you to connect with the right people, expertise, facilities, resources, and advice.