

APPLICATION AND SUBMISSION GUIDELINES

ABORIGINAL AND TORRES STRAIT ISLANDER MAN RESEARCH ETHICS APPLICATIONS

Human Ethics

RESEARCH SERVICES JAMES COOK UNIVERSITY

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COMPOSITION OF THE HUMAN RESEARCH ETHICS COMMITTEE

The minimum membership of a Human Research Ethics Committee (HREC) is eight members as listed below. JCU's HREC has 15 members to ensure adequate coverage of all aspects of research and teaching conducted at JCU.

(a)

THE APPLICATION FORM

This section runs through the application form and explains what information is required in each section of the form.

1 TITLE OF PROJECT

A short descriptive title for your project is required, in lay rather than scientific language.

2 CATEGORY OF RESEARCH

Under the National Statement you must indicate the potential of risk to the participants of your project.

Category	Procedure	Example
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.	Non-intrusive questionnaires; non-aversive stimulus manipulation and/or response measures; development, learning, teaching processes; dietary controls.

8 IS THIS PROJECT A CLINICAL TRIAL?

If this project is a clinical trial, please contact the Manager, Research Grants, Ethics & Integrity as a clinical trial ethics application form must be submitted.

9 PRIVACY INFORMATION

Please tick where appropriate. Collection of personal and health information must be in compliance

- 14.3 Please advise if your project involves patients from health service district. Applications for research involving health service district patients, whether they reside in the hospital or in the community, will be reviewed as required by the relevant Health Service District Human Research Ethics Committee (HSD HREC).
- 14.4 The Commission for Children and Young People Act 2000 (Qld) requires that people seeking to work or conduct research/ teaching with children undergo a working with children check. Once this check is completed you will be issued with a "suitability card". A copy of the "suitability card" should be included in any ethics application submitted to

17 RECRUITMENT PROCEDURES

Please include step by step details of the recruitment procedures of the project. Please explain exactly how the participants will be selected, how contact details will be accessed in relation to privacy guidelines, e.g. public domain, database, other source, recruited by another agency on your behalf, how will participants be invited to participate and how participants will be able to volunteer for the project .

Will an information sheet be provided to participants? If not, please explain why not.

The information sheet is retained by participants and provides information about the study, the research team and what is expected of participants if they wish to volunteer for the study. Contact details: provided in the information sheet MUST be JCU contacts (a personal mobile phone contact is acceptable).

The information sheet must remain separate from the informed consent form. The information page is retained by the participant; the informed consent form is part of the data of the study and is retained by the researcher.

Verbal Information: If a verbal explanation about the project is more appropriate for the participant group, please provide the script of the verbal information that will be provided.

Interpreters: Please provide the details of the person acting as community liaison/interpreter for this study.

Research Workers

categories, which does not result in a patent.

THE APPROVAL PROCESS

APPROVAL NOTIFICATION

Once the HREC has reviewed the application formal notification will be sent of their decision. The HREC may:

- (a) Approve the application without reservation . In this case an ethics approval notice will be sent (via email). The approved application will be kept in the Ethics Office and registered as required by the NHMRC Statement.
- (b) Approval with Conditions. If the HREC does not have enough information to rule on the accepta

