**HUMAN ETHICS IN RESEARCH LOW RISK APPLICATION FORM**

The Research Office is located at the City Campus, B Block. Email: [Research@wintec.ac.nz](mailto:Research@wintec.ac.nz)

**Please see the last page of this document for detailed instructions for completing this form.**

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| **1.0** | **PROJECT TITLE** |
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| **2.0** | **RESEARCHER/S** |  | |
| 2.1 | Primary research’s name |  | |
| 2.2 | School/Centre |  | |
| 2.3 | Contact details  (Telephone and e-mail) |  | |
| 2.4 | Is this application a: | Student application | Staff application |
| 2.5 | If this is a student application, please provide the Module code here: |  | |
| 2.6 | Is this project a staff application that utilises work partially or wholly undertaken by students who are not participants? (e.g., data collection undertaken by a researcher’s class that the researcher intends to analyse and publish). | Yes  No | |
| 2.7 | If so, please clearly describe what the role of these students is to be in this research, what the work will be used for explicitly (including any issues regarding authorship of research outputs such as journal articles), and what steps have been taken to ensure students are aware of this. |  | |
| 2.8 | Name of other researcher(s) and positions  (If this is a student application, please provide the name(s) of the project supervisor(s) and indicate they are supervisors here) |  | |
| 2.9 | Contact details of other researchers or supervisors  (Telephone and e-mail) |  | |
| 2.10 | In this application: | A new application  A subsequent approval request following a significant change to an already approved application | |

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| **3.0** | **PROJECT TIMELINE** |
| Projected start date for **data collection** (Please note, projects can only begin once this application has been approved):  Projected end date: | |

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| **4.0** | **PROJECT SUMMARY** (methodology will be dealt with in Section 5) |
| Background / Rationale:  Purpose / Aims:  Significance / Benefits: | |

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| **5.0** | **PROJECT METHODOLOGY** (including methods for data collection) |
| Study design:  Participant characteristics and recruitment:  Procedures / Protocols: | |
| **Notes:**   * If you conduct any interviews, questionnaires, or surveys either online or in person, ALL finalised questions MUST be provided for review. * If you are conducting an online questionnaire, please provide (in a separate document or at the end of this application form) the invitational participant information that will be utilised on the landing page (first page) of the questionnaire platform (e.g., Qualtrics, Google Forms, etc). | |

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| **6.0** | **CONSIDERATION OF ETHICAL ISSUES AND PROCESSES** |
| Please describe below the ethical considerations for your proposed project (e.g., participant recruitment, privacy issues, data management, participant safety and wellbeing, etc):  Please describe below the process you have undergone to discuss and analyse the ethical issues present in this project (e.g., whom have you consulted regarding ethical issues or in completing the screening questionnaire and this Low Risk Application (Supervisor, School/Centre Research Leader, RO, etc)): | |
| Notes:   * If Wintec staff or students are intended to be recruited as participants for the research project, an Institutional Consent Form signed by the relevant Group Director MUST be submitted with this application. * All recruitment advertising material to be utilised within Wintec facilities MUST be submitted with this application. * If the researchers are in positions of power over staff/students intended to be recruited (e.g., Tutor – Students, Manager – Staff), a coercion avoidance strategy MUST be provided. | |

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| **7.0** | **CULTURAL PROCESSES** | |
| 7.1 | Are Māori people the primary focus of this project (either as participants or in relation to potential benefits/effects)? | Yes  No  If **YES**, please describe the consultation process undertaken with the Māori community and/or the appropriate/relevant advisor (e.g., Kaihautū Ranagahau): |
| 7.2 | Are Pacific people the primary focus of this project (either as participants or in relation to potential benefits/effects)? | Yes  No  If **YES**, please describe the consultation process undertaken with the Pacific community and/or the appropriate/relevant advisor (e.g., Oire Pacific Team member): |
| 7.3 | Are other specific ethnic people, minority cultural group(s), and/or vulnerable populations the primary focus of this project (either as participants or in relation to potential benefits/effects)?  (Note: Vulnerable population examples may include, but are not limited to: elderly, children, overburdened, LQBTQIA+, religious groups) | Yes  No  If **YES**, please describe the consultation process undertaken with your chosen community and/or the appropriate/relevant advisor: |

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| **Researcher(s) signature(s) (the name and signature of all researcher(s) to be included):** | | |
| **Name** | **Signature** | **Date** |
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| **Primary Supervisor’s signature (if this is a student application):** | | |
| **Name** | **Signature** | **Date** |
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| **Research Leader’s signature:** | | |
| **Name** | **Signature** | **Date** |
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**COMPLETING THIS FORM**

Please note: A Low Risk research project is one in which the nature of the potential/actual risk of harm to participants or the researcher is minimal and no more than is typically encountered in daily life. If, as a staff member or student, you are new to research or are still determining which application to submit, please consult with your Research Leader or supervisor. If you are still in any doubt, you may consult the RO.

**Specific instructions**

* All questions are to be answered where indicated, note the questions within require a mix of descriptions, yes/no answers and cross the boxes (click on the box to check it).
* Research Leaders are required to review and sign off on the information in this form prior to application being made to the RO.
* Following Research Leader review, please send a signed copy to the RO, accompanied by a copy of your Participant Information Sheet, Participant Consent Form, and any questionnaires or interview schedules.
* No questions are to be deleted, even those that you feel you are not required to answer.
* No part of the research requiring ethical approval should commence prior to approval being confirmed.
* If you want to apply for an extension on a previously approved project, please contact the RO, as you will probably not need to submit a separate application.
* Applicants will be advised of the outcome of their application **no later than 5 working days** after confirmation of submission.

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| **HUMAN ETHICS IN RESEARCH LOW RISK APPLICATION FORM – CHECK LIST** | |
| **Research project title:** |  |
| **Name of primary researcher:** |  |

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| **DOCUMENTS ATTACHED TO THIS APPLICATION** | | |
| **Completed HERG Application Form** | Yes | No |
| **Participant Consent Form** | Yes | No |
| **Participant Information Sheet** | Yes | No |
| **Copy of Focus Group Questions, Interview Schedule, or similar** | Yes | No |
| **Wintec Institutional Consent Form**  (if required under Section 6) | Yes | No |