

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

Please refer to the [Ethics Guidelines](#) prior to completing this application.

The RPGO is located at the City Campus, D-Block (Offices D2.22 – D2.24), email [research@wintec.ac.nz](mailto:research@wintec.ac.nz) or phone Megan Allardice on Ext. 3582 for more information.

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

1.0 PROJECT TITLE	

2.0 RESEARCHER(S)		
2.1	Primary researcher's name	
2.2	School//Centre/Unit	
2.3	Contact Details (Telephone and E-mail)	
2.4	Is this application a:	<input type="checkbox"/> Student Application <input type="checkbox"/> 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)?	
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 that they are supervisors here.)	
2.9	Contact Details of other researchers and/or supervisors (Telephone and E-mail)	
2.10	Is this application:	<input type="checkbox"/> A new application <input type="checkbox"/> A subsequent approval request following a significant change to an already approved application

3.0 PROJECT TIMELINE	
	Projected start date for <b>data collection</b> ( <i>once this ethics application is approved. Please note, projects can only begin once applications have been approved, regardless of the level of risk</i> ):
	Projected end date:

**4.0 PROJECT SUMMARY** (please include your research purpose and objectives, methodology will be dealt with in Section 6)

**5.0 PROJECT METHODOLOGY** (including methods for data collection)

**6.0 CONSIDERATION OF ETHICAL ISSUES AND PROCESSES**

Please describe below the process that you have undergone in order to discuss and analyse the ethical issues present in this project. (For example, who have you consulted in regards to ethical issues or in completing the screening questionnaire and this Low Risk application)

Researcher(s) signature(s) (the <u>name and signature</u> of all researcher(s) are to be included):		
Name	Signature	Date

Primary Supervisor's signature (if this is a student application):		
Name	Signature	Date

Research Leader's signature:		
Name	Signature	Date

HERG Chairperson or delegated representative's signature (RPGO use only):		
Name	Signature	Date

## 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 normally encountered in daily life. If, as a staff member, you are new to research or are in any doubt as to which application to submit, please consult with your Research Leader. If you are a student, your supervisor will be able to give you advice. If you are still in any doubt, don't hesitate to consult the RPGO.

### Specific Instructions

- All questions are to be answered. Note the questions within require a mix of descriptions, yes/no answers and cross the box (**Double-click on check boxes with your mouse and select 'Checked' from the options under 'Default Value'**).
- Research Leaders need to review the information in this form and sign it off prior to application being made to the RPGO.
- Please forward one signed original copy to the RPGO, together with an electronic version to [research@wintec.ac.nz](mailto:research@wintec.ac.nz).
- Low Risk Human Ethics in Research Applications also need to be accompanied by a copy of the Information Sheet, Consent Form, and any Questionnaires or Interview Schedules for consideration. If Questionnaires/ Schedules are not yet confirmed, please supply the latest draft.
- 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.
- Applicants will receive an official confirmation of submission via email from the RPGO once all conditions of this form have been completed.
- If you want to apply for an extension on a previously approved project, please contact the RPGO, as you will probably not need to submit a separate application.
- Applicants will be advised of the outcome of their application to the Human Ethics in Research Committee **no later than ten working days** after the completed and confirmed submission of this application.

### HUMAN ETHICS IN RESEARCH LOW RISK APPLICATION FORM - CHECK LIST

<b>Research project title:</b>	
<b>Name of primary researcher:</b>	

#### Attached please find (as applicable) in the order listed below

<b>Completed HERG Low Risk Application Form</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Consent Form for participants</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Information Sheet for participants</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Copy of Focus Group Questions, Interview Schedule, or similar</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No