



Application for approval of research

Ethical requirements

Approved: Yes No

The application for approval of research form is to be completed when requested by the ALIA Research Advisory Committee. When requested this form should be completed along with the checklist in the Application for Ethics Approval Guidelines. Research may not commence without written notification of approval. Please complete this document electronically, print and sign it, then submit it once requested by the ALIA Research Advisory Committee.

Please note that if your application involving human research is not classed as low risk (see Guidelines for definition) you will need to complete another form. Please advise ALIA if this is the case.

SECTION 1: To be completed by applicant

1. Investigator name(s)

Phone (bh): Phone (ah): Mb:

Email:

Mailing address:

2. Project title

Plain english summary of project (100 words or less)

[Click here to enter text.](#)

3. Aims of project (100 words or less)

[Click here to enter text.](#)

4. Project type

Funded research

Source of funds

Unfunded research

Project as part of degree

(e.g. Undergraduate, Honours, Coursework Master's degree)



Name of degree

5. Recruitment

Procedures follow guidelines as stated in the National Statement

6. Participants

Describe the population from which participants/sample will be recruited/and how they are to be recruited:

[Click here to enter text.](#)

7. Participant data

Identified OR Re-identifiable (eg linked code) OR Non-identifiable

8. Sources of data

directly from individuals

private organisation

government organisation

other source:

9. Data collection method(s)

(e.g. observation, physical activity, interviews, survey)

[Click here to enter text.](#)

Please confirm the following:

10. Privacy and confidentiality

I. Data will be stored in a secure location (state where)

II. Data will be stored for: years

III. Access to data will be restricted to researcher

IV. Data will only be used for purposes as described in the
• Information sheet

V. Data will only be published in the format as stated in the
• Information sheet

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11. Information sheet

I. Participants will be given an information sheet written in plain,
• clear language



- II. Information sheet will contain all items listed on the attached
 - guidelines

Attach written justification if an information sheet is not being used

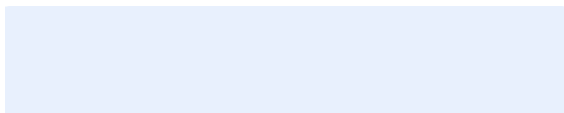
12. Consent form

- I. Consent form not required
- II. Participants sign a consent form
- III. Participants consent verbally
- IV. Consent assumed if participants return a questionnaire

13. Attachments

- Research methods and ethical issues
- Information sheet
- Consent form
- Instrument (eg survey)
- Signed checklists (see Guidelines)

Signature:



[Click here to enter a date.](#)

Applicants have you?

- 1. Completed and attached the Application Guidelines

End of Section 1



SECTION 2: To be completed by ALIA Research Advisory Committee

- 1) Project meets ethical requirements and is granted approval

From: [Click here to enter a date.](#) To: [Click here to enter a date.](#)

OR

- 2) Project requires amendment, to be resubmitted to reviewer for approval

(attach list of amendments)

Summary of amendments required:

[Click here to enter text.](#)

OR

- 3) Applicant instructed to seek approval for high risk project

- 4)

Name of reviewer (please print)

Signature:

[Click here to enter a date.](#)

Checklist:

1. Completed the attached Checklist for Reviewers
2. Applicant advised

End of Section 2



Form C reviewer checklist

- 1. Information sheet in plain language appropriate to age/culture or participant
- 2. Consent form/s
- 3. Consent form/s and information sheet/s allow informed consent
- 4. Description of methods
- 5. Is it necessary to use humans to get the results desired?
- 6. Is it low risk? No Yes

If No – notify researcher that they must apply for high risk ethics approval

- 7. If yes, is the risk justified? No Yes
- 8. Plain language statement
- 9. Contact details for researchers
- 10. Any special information needed? No Yes

If YES, is this identified and provided?

- 11. All parts of the form completed.

Name of reviewer (please print)

Signature:

[Click here to enter a date.](#)