A guide to completing Low and Negligible risk iRECs applications for researchers in the School of Psychology

iRECs Guide

For researchers submitting NEW APPLICATIONS

HREAP-C Behavioural Sciences

BEFORE YOU BEGIN

1. This guidance is ONLY applicable to low or negligible risk projects that you want to be considered by the HREAP-C (Human Research Ethics Approval Panel C: Behavioural Sciences).

2. Irrespective of this guidance, it's vital that you answer all questions in iRECs accurately for your own project.

3. This GUIDE contains information to minimise unnecessary detail and delays in completing and processing applications.

4. If your project is more than low risk you should ignore this guidance and follow the instructions in iRECs.

Contents

Where do I find out more about iRECs?

Everything provided by UNSW about iRECs should be available here: https://research.unsw.edu.au/irecs-new-ethics-online-updates

Guide to iRECs for HREAP-C Applications: INSTRUCTIONS

This guide is an annotated version of an application we completed in iRECs and downloaded.

We provide guidance and examples in our answers.

You should use this guide to help you to complete new applications in iRECs.

Example answers are highlighted in YELLOW so you can see what we have selected or recommend for this practice application. You may need to choose different options for your specific projects.

HREAP-C guidance is highlighted in GREEN or appears in comments

Options that need to be carefully considered are highlighted in RED

Commented [KM1]: Look out for green highlighting and comments to guide you.

Human Ethics Application

New Application / Modification Request

*If this is the first time you are completing this form or if it has not been reviewed and approved please select **'New Application'**. To modify the application after approval select **'Modification'** and provide a brief summary of the requested modifications. **'Legacy Project Modification'** should be used for modification of pre-iRECS approved project/application.*

- (•) New Application

  Select this option if you are lodging a new application OR if you are revising an unapproved application.

- ( ) Modification

  Select this option if you are modifying OR revising an approved application.

- ( ) Legacy Project Modification (only applicable for pre-iRECS approved projects)

  Select this option if you are modifying or revising a project that is approved prior to iRECS rollout.

Submission Type

Indicate the submission type:

☑ Human Research Ethics Submission

Human research involves observing and collecting data/biospecimens from or about human subjects to answer a specific research aim or research questions. The following are examples of research activities:

- Surveys, interviews or focus groups.
- Psychological, physiological, or medical testing or
- treatment. Observation of people.
- Obtaining access to or extracting information about a person from documents, medical records, databases, social media, websites, pathology services, data, or tissue banks.
- Administration of medical, psychological, or physiological intervention.
- The collection and use of a person's biological material (body organs, tissues, fluids, or exhaled breath).

☐ External Ethics Submission

External ethics approval is defined as ethical approval established with a

- NHMRC-registered Australian HREC has been established for a human
- research project. An overseas international review board where:
  - Participants within Australia will not be recruited.
  - UNSW will not be responsible for the conduct of the research at an Australian site.
  - A UNSW researcher, staff member or student will not be responsible for fieldwork, recruitment, or data collection overseas

☐ Coursework Submission

Coursework submissions facilitate ethical review of the risk assessment process for groups of student projects conducted as part of a research course requirement. Student projects covered by this process involve people participating in research interviews, surveys, questionnaires, or observations for a research purpose. Therefore, the relevant course convenor can only submit the coursework applications.

☐ Notification of Publicly Available Dataset Submission

The notification process is only to be used to register human research projects involving the exclusive use of secondary data extracted from one of the pre-determined publicly available datasets, which contains only non-identifiable data.

Minimising the Duplication of Ethical Review

Minimising the Duplication of Ethical Review

Consistent with the National Statement requirements UNSW has adopted a process of minimising the duplication of ethical review. Therefore, the following questions will determine whether ethical review via the UNSW processes is required.

Will this human research proposal involve inmates, offenders, corrective services staff, or other access to corrective services?

- ○ Yes
- ◉ No

Will this human research proposal involve the conduct of research in an Australian Public Health Organisation or a Public Health Hospital?

- ○ Yes
- ◉ No

Will this human research proposal involve recruiting Australian Defence personnel or veterans?

- ○ Yes
- ◉ No

Commented [KM2]: If you say 'Yes' to any of these options, you will probably be directed to a non-UNSW ethics committee to review your application.

Project Details

Project Title

HREAP-C Behavioural Sciences: Example iRECs Application (Low or Negligible Risk ONLY)

Is there Research Grant Funding associated with this Project?

This excludes HDR scholarships, stipend and/or payments.

- (•) Yes
- ( ) No

Provide name of the funding body:

e.g., ARC, NHMRC, School of Psychology etc.

[GUIDANCE:

The HREAP-C is most interested in funding that could cause conflicts of interest or funding that we are not familiar with.]

Do you have a Research Grant number (RGXXXXXX) for this project?

Note: The RG reference number is provided by the Research Grants and Contracts (RGC) team.

- ( ) Yes
- (•) No

Enter the Research Grant Number provided from the Research Grants and Contracts Team.

Contact the UNSW Research Grants and Contracts Team to obtain a RG reference number to input in this section.

RGXXXXXX

Research Personnel

Coordinating Chief Investigator

- The Chief or Coordinating Investigator must be a staff member of UNSW or one of its affiliated centres or institutes.
- A student cannot be listed as the Chief Investigator. However, the supervisor must be the chief investigator if a UNSW student undertakes the project.
- An external entities agreement must be in place, and a fee for review paid before research from external organisations will be accepted for review. Please contact the Human Ethics Team to establish this agreement.

User Profile Search

In the "Search User" field below enter the Coordinating Chief Investigator ZID, or first name followed by the surname and user profile will populate. Next, select the user by clicking on profile that populates and then press 'Tab' to auto-populate the relevant researcher/staff details into the corresponding personnel fields. If the user profile does not appear, you can complete the details manually in the fields below.

Title	Prof
First Name	Kristy
Surname	Martire
Faculty / Division / Institute	Science
School / Centre / Unit	School of Psychology
UNSW Appointment Type	Research Academic
Email	z3121448@unsw.edu.au
Contact Number	58563
zID	z3121448

Specify this person's responsibilities for this project and explain how they are experienced (qualifications and training) to complete these duties.

Project supervisor

[GUIDANCE:

We don't need you to specify the responsibilities for School of Psychology staff. Just tell us their role in the project.]

Does your project involve any of the following personnel

- ☑ Co-investigators/Research personnel
- ☑ Students

Co-Investigator / Research Personnel

User Profile Search

In the "Search User" field below enter the relevant personnel's ZID, or first name followed by the surname and user profile will populate. Next, select the user by clicking on profile that populates and then press 'Tab' to auto-populate the relevant researcher/staff details into the corresponding personnel fields. If the user profile does not appear, you can complete the details manually in the fields below.

Commented [KM3]: ONLY Academic Staff or Post-Docs from the School of Psychology and affiliated units (e.g., Black Dog, NEURA) can be Chief Investigators for a HREAP-C project.

Commented [KM4]: There is a 'Define Roles' button in iRECs. Please ensure ONLY the Chief Investigator has 'Read+Write+Submit' approval.

Commented [KM5]: When you start typing a UNSW employee name here you can TAB to autopopulate most of the info below.

Commented [KM6]: There is a 'Define Roles' button in iRECs. Please ensure ONLY the Chief Investigator has 'Read+Write+Submit' approval.

Title	Prof
First Name	Friend
Surname	Non-UNSW
Faculty / Division / Institute	External
School / Centre / Unit	Institution
UNSW Appointment Type	Other
Describe:	Collaborator
Email	friendNonUNSW@otherinstitution.com
Contact Number	0424111111
zID	

Specify this person's responsibilities for this project and explain how they are experienced (qualifications and training) to complete these duties.

e.g., assist with data collection; intellectual collaboration; data analysis etc

[GUIDANCE:

Please give us a little bit of info about the role of any external collaborators. You will need to attach a letter of support later in the application]

Student Researcher

Commented [KM7]: There is a 'Define Roles' button in iRECs. Please ensure ONLY the Chief Investigator has 'Read+Write+Submit' approval.

User Profile Search

In the "Search User" field below enter the relevant personnel's ZID, or first name followed by the surname and user profile will populate. Next, select the user by clicking on profile that populates and then press 'Tab' to auto-populate the relevant researcher/staff details into the corresponding personnel fields. If the user profile does not appear, you can complete the details manually in the fields below.

Title	Miss
First Name	Agnes
Surname	Bali
Faculty / Division / Institution	Science
School / Centre / Unit	School of Psychology
Student Type	Other
Describe:	Honours
Email	test_z------@unsw.edu.au

zID z3422377

Specify this person's responsibilities for this project and explain how they are experienced (qualifications and training) to complete these duties.

Honours project

[GUIDANCE:

We don't need you to provide details here. Just the type of student. The student type 'Honours' doesnt exist in the menu, so please choose 'other' and specify honours.]

Participants and Area of Research

Indicate the type of research that will be conducted:

- *If more than one option applies make multiple selections.*
- *Note that this question is a requirement by NHMRC for their reporting purposes.*

- [ ] Public Health Research
- [ ] Qualitative Research
- [x] Quantitative Research
- [ ] Social Policy Research
- [ ] Clinical Research (other than Clinical Trials)
- [ ] Clinical Trials Research
- [ ] Education Research
- [ ] Other

Indicate the target population for this research

- *If more than one option applies make multiple selections.*
- *Note that this question is a requirement by NHMRC for their reporting purposes.*

- [ ] Aboriginal and/or Torres Strait Islander People
- [ ] Ageing Populations
- [ ] Children and Young People (under age of 18)
- [x] General Public
- [ ] People Highly Dependent on Medical Care
- [ ] People in other countries
- [ ] People who may be involved in illegal behaviour
- [ ] People with a cognitive impairment, physical impairment, an intellectual disability, or a mental illness
- [ ] Populations belonging to specific industry sectors
- [ ] Prison Populations
- [ ] School Students
- [ ] University Students
- [x] SONA Participants
- [ ] Other

Research Methodology

Commented [KM8]: The HREAP-C cannot usually approve research of the type highlighted in RED. If you are doing this type of work, you may need to submit to the HREC instead of HREAP-C.

Commented [KM9]: There is an important distinction between research that incidentally samples people with these characteristics and research that TARGETS people with these characteristics.

The HREAP-C usually cannot approve research TARGETING the RED highlighted groups. If you want to work with these groups, you may need to submit to the HREC instead of HREAP-C.

Select the method to collect or access the data required for this research.

- [ ] Surveys
- [ ] Questionnaires
- [ ] Interviews
- [ ] Focus Groups
- [ ] Workshops
- [ ] Performances
- [ ] Intervention
- [ ] Clinical Assessment
- [ ] Observations
- [ ] Biospecimens prospectively collected from human participants
- [x] Experiment
- [ ] Data accessed from existing datasets, databases, clinical records or stored data sources for secondary research.
- [ ] Existing biospecimens are accessed from stored repositories or sources.
- [ ] Other

Commented [KM10]: The HREAP-C cannot usually approve research of the type highlighted in RED. If you are doing this type of work, you may need to submit to the HREC instead of HREAP-C.

Risk Assessment

The following screening tool will be used to determine the appropriate risk level of this Human Research Ethics Submission. Please indicate by checking the box below whether any of the following risks apply to this human research submission.

Commented [KM11]: The HREAP-C cannot usually approve research of the type highlighted in RED. If you are doing this type of work, you need to submit to the HREC instead of HREAP-C.

Note that incidental sampling of people with these characteristics because they are in the general population is not the same as TARGETING these populations.

Yes ○ No ● Does this human research involve procedures or activities where a person, organisation, vulnerable population, broader community, or the research team will be exposed to physical, psychological, social, economic, legal, or travel harms?

Definitions of harm as set out in the National Statement on Ethical Conduct in Human Research can be found on the UNSW Human Research Website.

Commented [KM12]: A harm is anything more than DISCOMFORT. If you reasonably anticipate your participants will experience something more than DISCOMFORT you will need to submit to the HREC instead of HREAP-C.

Yes ○ No ● Will the research involve targeted recruitment of, or aim to diagnose, treat, study or report on outcomes specific to Aboriginal or Torres Strait Islander People or their Communities?

Yes ○ No ● Will the research involve people highly dependent on medical care who may be unable to give consent?

Yes ○ No ● Will the research involve targeted recruitment of, or aim to diagnose, treat or study people with cognitive impairments, intellectual or physical disabilities?

Yes ○ No ● Will the research involve targeted recruitment of, or aim to diagnose, treat or study people with mental illness?

Yes ○ No ● Does the research intend to recruit or expose people involved in illegal activity or do the research methods have a strong potential to uncover illegal activity?

○ Yes ◉ No Will the research involve active concealment or planned deception?

○ Yes ◉ No Does the research require participants to discuss their experiences with trauma, abuse, exploitation, or displacement?

○ Yes ◉ No Does the research require a waiver of consent to use personal information in medical research or personal health information?

○ Yes ◉ No Does the research involve the prospective collection of human biospecimens for research?

○ Yes ◉ No Does the research involve genomic research?

○ Yes ◉ No Does the research involve the conduct of a clinical trial?

○ Yes ◉ No Does the research involve the administration of ionising radiation?

Ionising radiation:

- Examples: Bone Scan, CT, DXA or DXA, MUGA, Nuclear Medicine, PET, Skeletal Survey (X-Rays).
- Projects (research and teaching) that involve radioactive isotopes, irradiating apparatus or work with class 3 or 4 lasers.

Further information about sources of ionising radiation can be found on the ARPANSA website.

Commented [KM13]: Not telling your participants your research aims or hypotheses is NOT a form of active concealment or planned deception.

PLANNED DECEPTION is when you genuinely need your participants to believe something that is not true and you will intentionally provide them inaccurate information in order to achieve that.

An example of PLANNED DECEPTION from the NHMRC National Statement is "telling participants the aim of the research is one thing when it is in fact quite different". So please, make sure that your stated aims are always accurate. Please note that broad or general aims will be accurate for a wider range of research questions.

Commented [KM14]: Here we think it is important for you to consider whether responses will be REQUIRED. If participants can skip items relating to trauma etc then they are not REQUIRED.

Also consider whether participants will need to DISCUSS their experiences. Brief standardized measures or psychometric tools that ask about trauma etc are not the same as DISCUSSIONS.

BUT if you do want to explore trauma etc in a detailed way with your participants as the central focus of interviews or similar, then the HREAP-C may not be able to approve your project.

Commented [KM15]: Here we think it is important for you to consider carefully whether your waiver relates to MEDICAL RESEARCH or PERSONAL HEALTH INFORMATION

Based on your responses this research is not more than low risk. Please continue to the low risk screening questions.

☑ Continue

◉ Yes ○ No Will this research be conducted by a Chief Investigator within the School of Psychology that is negligible or low risk?

Note: Research conducted within the School of Psychology requires additional questions (e.g. SONA) to be answered, this screening question will help trigger the School of Psychology form section/questionnaires.

Commented [KM16]: You don't need to say 'Yes' to all these – answer as appropriate for your project – but FYI the HREAP-C can consider projects that do answer 'Yes' to the following items.

◉ Yes ○ No Does the research involve secondary use of existing data or biospecimens which:

a. is identifiable or potentially re-identifiable; and
b. consent was obtained at the time of collection to access, share and use the data for secondary research purposes

Yes No Does the research involve secondary use of existing data which:

a. is identifiable or potentially re-identifiable; and
b. a waiver of request is needed to access the data; and
c. the data does not include personal medical or health information.

Yes No Interviews or Focus Groups where the research topic and guiding questions will only expose participants to a risk of discomfort?

Yes No Does the research require participants to undergo a non-clinical intervention/assessment task (e.g. activity) where the research tasks will only expose participants to a risk of discomfort?

Yes No Will the research involve research topics or questions that are defined as sensitive?

Research topics or questions defined as sensitive

- Topics, questions, or activities that deal with private, controversial, stressful or sacred (as the participant perceives). E.g. research into sexual or religious practices, death or dying, birth, pregnancy, illness, mental health, grief, sexual abuse, violence, drug use, discrimination, displacement, migration or homelessness.
- Studies where there is a possibility that research may reveal illegal or embarrassing information that is stigmatising, incriminating or may impact employability somehow. E.g., research that may reveal illegal behaviours as part of the data collection.
- Researching the 'vested interests of the powerful in a society where researchers may trespass into areas that involve some social conflict. E.g., investigating participants' opinions of public policy in politically unstable countries or among migrants, refugees, ethnic minority groups or low-income groups

Based on the response(s) you have provided, your research is classified as a low risk research. Please check the box to confirm:

☑ Confirm

The response(s) provided in the risk assessment indicate that your research is low-risk research and will need to be reviewed by the faculty or school Human Research Advisory Panel (HREAP).

Select the HREAP responsible for reviewing human research proposals for the Coordinating Chief Investigators school or faculty.

For assistance with identifying which HREAP is responsible for reviewing low-risk research from your school refer to the HREAP Allocations.

HREAP C: Behavioural Sciences

School of Psychology Information

Will you be using Psychology 1 SONA participants?

- Yes
- No

You must have an ACTIVE SONA-1 RESEARCHER ACCOUNT in order to submit this application. If you need a researcher account, please email sona@psy.unsw.edu.au with the following information:

1. Indicate that you would like a researcher account,
2. Include your first and last name,
3. Include your preferred email address, and
4. CC your supervisor if you are a student.

You **must receive an acknowledgement of this registration before submitting an application** for *both* an allocation of Psychology 1 students and ethics clearance. Your application may be **delayed** if you fail to register for SONA before submitting the application.

Note that researcher account can be used across several projects – a new researcher account not required for every project.

☑ Tick this box to indicate that you ARE REGISTERED on the SONA system

For PREVIOUSLY APPROVED PROJECTS (i.e., you have an HREAP-C File Number), you may request additional Psychology 1 participants by completing the "Additional Participants Form" available at http://www.psy.unsw.edu.au/research/research-resources

The privilege of using Psychology 1 students carries with it the following responsibilities:

1. You must **promptly allocate credits** to participants on SONA within 5 working days of a session, and no later than the Monday following the last week of the teaching term.
2. You must **debrief participants** with additional pedagogical information regarding your study in the following manner:
   - Please prepare answers to items listed under Item 6d.
   - When conducting **face-to-face** debriefings, provide an electronic display of the answers to each participant, ask for questions, and then ask the participant to indicating that they have received a satisfactory debriefing.
   - When conducting **online** debriefings, provide an electronic version of the answers to the questions, provide a point of contact for any questions, and ask participants to tick a box indicating that they have received the debriefing content.
   - The consent forms and debriefing registers/responses should be retained by the researcher or academic supervisor.
3. All research participation, including all parts of multipart studies and debriefings, with students from first year psychology must be **completed by 12 midnight on the Friday of the last week of term**.
4. For every 10 sessions posted to SONA, 1 session must be **offered after 5pm**.

Will either/both Part 1 or Part 2 of your study be run online?

◉ Yes
○ No

Duration

in 15 min increments - minimum of 15 minutes.

Part 1 (mins)	Part 2 (mins)	Home- or Pre- Work (mins)
30	0	0

If more than 1 hour total duration, provide a justification.

[GUIDANCE: See SONA-1 section on p2-3 of the old HREAP-C Application form

You need to put an answer in each of the boxes above. If you don't have Part 2 or Home-Pre-Work please put '0']

Requested Credit Per Participant

in 0.25 increments - minimum: 0.5 point for in-person, 0.25 for online; for multipart studies state credit per part, see also Home / Pre-Work Policy and the 'Additional Points' guide.

Part 1	Part 2	Home- or Pre- Work
0.5	0	0

Requested Number of Participants

In total

[GUIDANCE: If you don't have Part 2 or Home-Pre- Work please put '0']

Total Requested Hours

= Credit Per Participant X Number of Participants

[GUIDANCE: Please check your maths!!]

If Total Requested Hours is MORE than 100 HOURS provide justification below

Preparation Instructions

Describe below; Optional; Indicate tasks participants will need to do or not do prior to arriving at the study.

Eligibility Criteria

Describe below; Optional; Note this is NOT based on pre-screening.

Does this study have Pre-Screening Criteria?

- Yes
- No

Brief Description of Study

*Describe below; **Required**; Indicating the overall purposes and what the participants will be asked to do; STRICTLY no more than 245 characters (including spaces and punctuation) If your study is a two- part study you must include this fact in the 245 characters. Student participants will view this information before signing up for the study.*

If your study involves homework/prework, consult the Home / Pre-Work Policy.

[GUIDANCE: The SONA brief description must frankly inform participants about what they will experience - euphemistic and overly vague descriptions aren't helpful. E.g., If participants are going to view images of deceased persons, graphic injuries, please say so]

Provide responses to the debriefing questions listed below in the text box. SONA participants must confirm that they have been debriefed by signature (in-person) or a check-box response (online). This information should be discussed with participants during a 5-10 minute mandatory debriefing at the end of each session.

1. What are the research questions?
2. How does this study extend previous research on this topic?
3. What are some potential real-world implications of this research?
4. Briefly describe a potential issue (e.g., ethical, practical) or limitation of the study (e.g., design, ecological validity).
5. Briefly describe the study methodology (e.g., design, dependent/ independent variables, materials).
6. Further reading (i.e., a reference to a reading/s related to the current study for curious students).

[GUIDANCE:

These answers should be written to be informative and comprehensible for undergraduate psychology students. This debrief information must be educational. Please avoid jargon, clinical terminology, and text that implies participants may have been selected based on some deficit, or may be diagnosed with a disorder or deficit based on their responses.]

Research Details

Does this research involve the collection of data from participants located within Australia?

- (•) Yes
- ( ) No

Will this data be collected in person or online?

- [x] In person
- [ ] Online
- [ ] Access via existing records
- [ ] Other

In Person Collection

Select the Australian states or territories where data collection will occur:

[ ] ACT [x] NSW [ ] NT [ ] QLD [ ] SA [ ] TAS [ ] VIC [ ] WA

Data will be collected at a research data collection site?

- ○ Yes
- ◉ No

Describe where data will be collected.

e.g., UNSW Campus

[GUIDANCE:

We are not sure what is intended by the term "research data collection site" so please just succinctly tell us where your data will be collected.
We do not need safety guidelines for data collected for SONA-1 participants in the routine course of things.]

Upload the safety guidelines that will be followed to ensure the safety of the research team when collecting data in person.

Research Details

Does this research involve the collection of data from participants located in another country?

- ◉ Yes
- ○ No

Will this data be collected in person or online?

- ☐ In person
- ☑ Online
- ☐ Access via existing records
- ☑ Other

Describe:

e.g., Prolific, Mturk, Facebook, University of Toronto student pool

[GUIDANCE:

Use 'Other' if its Prolific, Mturk, Facebook or any platform that is across multiple countries and where you may not know the country.

If you are explicitly recruiting people online from another country, choose Online and specify the country below.]

Online Collection

Select the country in which data collection occur:

Canada

Children and Young People

Does the research involve contact with children and young people under 18 years of age (excluding students under 18 enrolled in an Australian University)?

- ○ Yes
- ○ No

Provide the details of all investigators that will have physical or online contact with children and young people.

Investigator Role

- ☑ Chief Investigator
- ☐ Co-Investigator/Research Personnel
- ☐ Research Student

Provide the working with children check number for this investigator.

[GUIDANCE: Note enrolled UNSW students who are under 18 are not counted in the Yes/No question above.

You will need to provide your check number if you are working with children and young people who are not enrolled UNSW students.]

Study Timeline

Please remember to save your work intermittently (every 15 mins) to prevent loss of work. iRECS will auto-save the form upon clicking on the "Previous" or "Next" button.

Outline the study timeline for the human research proposal.

[GUIDANCE:

You can answer NA here, but we may come back to you if we need clarification.]

Research Aim & Questions

State the aim(s) of the human research and any associated research questions the project seeks to address.

Maximum of 300 words.

e.g., This research aims to examine the relationship between spirituality and argument evaluation. We predict that there will be a significant difference between those who are high in spirituality and those who are low in terms of their argument evaluations such that...

[GUIDANCE: Please state a one sentence research aim and a single primary hypothesis.]

Lay Summary

Provide a summary of human research in lay terms without scientific or medical language.

Maximum of 300 words.

NA

[GUIDANCE:

You can answer NA here, but we may come back to you if we need clarification.]

Theoretical Background and Literature Review

Outline the theoretical background for the human research proposal based on current literature and previous studies.

Maximum of 400 words.

NA

[GUIDANCE:

You can answer NA here but we may come back to you if we need clarification.]

Research Design

Please remember to save your work intermittently (every 15 mins) to prevent loss of work. iRECS will auto-save the form upon clicking on the "Previous" or "Next" button.

Describe the selected research design.

The following template text is provided to assist researchers in providing the information required to answer this question:

A [insert type] of research design has been selected for [describe why the design was selected and how it will assist in addressing the research aims and questions].

Maximum of 400 words.

e.g., A 2x2 between subjects experiment.
A cross-sectional survey.
A three time point longitudinal design.
A two part experiment over 3 weeks
A pre-post training evaluation

[GUIDANCE:

A brief description here please. Just a sentence to help us understand the structure of the study.

You are not required to provide a flowchart as requested below, but if it will help us to understand what the participants will experience - maybe because its complex or unusual - then you can provide it.]

Optional: Upload a flowchart or table of study events that demonstrates how the participants will proceed through the research or the order in which the research will be conducted.

Data Collection Procedure

Detail the procedure used to obtain or collect data from or about the human participants.

Maximum of 400 words.

e.g., Participants will sign up via SONA. Participants will be asked to answer questions about their behaviours relating to differently-labelled medications

(e.g., how frequently they purchase branded versus generic medications). They will then be asked to complete a Likert-style scale assessing how worried they feel about various issues when choosing whether to purchase a generic or branded medication (e.g., "generic medications are of poorer quality"). Finally, participants will be asked how well the statements in the scale reflected their feelings about medications and if there was anything they would add or change. At the conclusion of the study, participants will be provided a link to a Therapeutic Goods Association fact sheet about generic medications. Participants will be debriefed and thanked.

[GUIDANCE:

Describe here what participants will experience. Think of the procedure section in an academic article and write something succinct like that with clear cross-references to any surveys, or screen grabs or tasks etc that will need to be uploaded and reviewed by the HREAP.

The HREAP needs to understand what participants will EXPERIENCE.

The HREAP needs to see ALL the stimuli, questionnaires, demographics etc that participants will EXPERIENCE - so please upload them for review.]

Upload documents/details on the tools used to collect data in the format they will be administered to the participants

Commented [KM17]: This is where you will need to attach most of your experimental stimuli, instructions, measures, tools, demographics etc

Sample Size

Specify the intended sample size for the research and explain how it will generate the information required to answer research aims.

[GUIDANCE:

We will not be checking your power calculations, but please tell us your intended sample size. It is wise to complete power calculations for your own information but we may come back to you if we need clarification.]

Inclusion/Exclusion Criteria

State the criteria used to include or exclude a human participant from being included in the research.

e.g.,
Are from either Caucasian or East Asian background
SONA pre-screen re jury eligibility
Native English speakers

[GUIDANCE: Please consider:

1) Does the SONA-1 information specify 'English Fluency' or similar as an eligibility criterion for participants?

IF this is because language acquisition, processing etc are central to the aims of your project. THEN please reframe your wording to be more specific e.g., 'Native English Speakers' or similar.

IF this is because English fluency might be a confound in your study, THEN please remove the language-based criterion from the SONA information (and elsewhere in your application) and consider adding questions to your study that explore language experience for analysis purposes.

2) Are you proposing to recruit people who are 'high' 'low' or 'diagnosed' in relation to an attribute that either is or sounds like a 'cognitive impairment' or 'mental illness' (e.g., a disorder, syndrome, impairment etc)?

IF you use this terminology because you are interested in performance across the distribution of the attribute THEN please ensure the SONA brief description and Debriefing answers, Participant Information Statement avoid jargon and/or overly clinical terminology that unnecessarily pathologises participant behaviours or attitudes.

IF you use this terminology because you are only interested in studying people with a particular diagnosis or disorder. THEN your project likely falls outside the scope of approval for the HREAP-C and should instead be submitted to the HREC. However, if you provide us information about where your selection criteria fit with actual diagnostic cutoffs and general population prevalence, then there may be room for some sample of the top and bottom of the general sample (but not based on clinically significant criteria). Please provide information to help us complete this assessment.

Recruitment

Describe the process for identifying and introducing human participants involved in the research.

You may find it useful to refer to UNSW Recruitment of Human Research Participants Guideline V1 April 2021.

eg:
SONA-1
SONA-P
Prolific
Mturk
Facebook advertisements
Posters
In-lecture advertisement
Person approach
Snowball sampling
Mailing list
Publicly available records
Workplace advertisement
Advertisement in public place

[GUIDANCE:

A brief label or labels to describe the participant sources using terms that will cross reference to any relevant attachments (requested below)]

Does the research design introduce the possibility of coercion that may influence a persons decision to provide their consent to participate in this research?

- (•) Yes
- ( ) No

Outline the measures that will be implemented to reduce the impact of or remove the potential for coercion recruitment and consent process

[GUIDANCE:

If you foresee a possibility of coercion that is NOT related to unequal/dependent relationships, or the rate of recompense, then answer YES here and explain how that risk will be managed.]

Does the research design introduce the possibility of a dependent or unequal relationships that may influence a persons decision to participate in the research?

- (•) Yes
- ( ) No

Outline the measures that will be implemented to reduce the potential for these relationships to influence a persons decision to participate during the recruitment and consent process

[GUIDANCE

SONA-1 participants should be considered to be in an unequal relationship with University teaching staff who teach first year courses. Please explain how the coercive potential of the relationship will be managed (e.g., arms length recruitment, ability to opt out, anonymity, alternatives to completing SONA research participation)]

Recruitment Materials

Create recruitment materials using one of the following templates. If the research involves mixed methods or multiple participant groups create different versions of the recruitment materials to align with each group:

- Recruitment Letter/Advertisement template
- Letter of Support template
- Student Recruitment Invitation template
- Student Recruitment Online Platform Invitation template
- Online Survey Study Advertisement and Recruitment Email template

Upload the recruitment materials and reminder communications for this data collection method.

Commented [KM18]: This is where you would upload any advertisements or non-SONA-1 recruitment materials.

Consent

Consent will be obtained from participants in writing, online or verbally before including them in the research

- (•) Yes
- ( ) No

Describe the procedure for collecting informed consent from human participants.

You may find it useful to refer to Consent of Human Research Participant Guideline.

The following template text is provided to assist researchers in providing the information required to answer this question:

Focus Groups, Interviews or Study Visits in Person

Participants will be provided with the PISCF (e.g. via email, in person) when (e.g. they contact the research team about taking part; they receive the recruitment invitation email as the PISCF will be attached to this email (recommended)). Participants will be asked to read the PISCF and have sufficient time to consider their participation because [describe a time gap between the provision of the PISCF and data collection; explain whether/how the time between the provision of the PISCF and data collection is sufficient]. Participants will be advised to contact the researcher(s) if they have any questions. Once they are comfortable providing their consent to participate, they will be asked [describe how the consent will be indicated, e.g. email, online, verbally, or a signature on a paper version] and return it to the researcher(s) prior to data collection by [e.g. emailing it to the researcher(s); bringing it to the research site on the day of data collection (for an interview study)].

Telephone Interviews or Activities that require Verbal Consent

The attached verbal consent script will be used to obtain verbal consent from participants. However, before collecting verbal consent, the participants will be provided with a link to a downloadable or emailed version of the participant information statement.

e.g., Prolific online consent form button push prior to participation

SONA-1 online consent form button push prior to participation
SONA-P hard copy consent form signed prior to participation
verbal consent procedure audio recorded prior to participation

[GUIDANCE:

Please write a few words to stating the sample, modality and timepoints at which informed consent will be obtained (upload relevant documents below including PISCF - use the PISCF- Low Risk School of Psychology template.

Please upload a DIFFERENT VERSION of the PISCF for EACH different recruitment stream and label clearly]

Participant Information Statement and Consent Form (PISCF)

Create a PISCF using one of the following templates. If the research involves mixed methods or multiple participant groups create different versions of the PISCF to align with each group:

- PISCF Template (Implied Consent e.g. Online Surveys)
- PISCF Template (Written Consent e.g. Focus Group, Interview, Survey
- PISCF Template (Intervention Clinical Trial Clinical Research)
- PISCF Template (Parent Guardian)
- PISCF Template (Easy Read)
- PISCF Verbal Consent Script
- PISCF – Low-Risk School of Psychology

Commented [KM19]: Please use our template available here via a link here in iRECs

Upload a PISCF relevant to the participant group

Commented [KM20]: Remember – One PISCF for EACH different recruitment stream/payment amount/format

Participants will be provided with the opportunity to withdraw their information.

- ○ Yes
- ◉ No

Justify why participants will not be provided with the opportunity to withdraw from the research

e.g., Participants can withdraw from the study until they submit their responses. Once participants have submitted the questionnaire, they will not be able to withdraw their responses as the questionnaire is anonymous.

[GUIDANCE:

Answer YES if YES.

If NO, the relevant information must appear in the PISCF so you can say "see PISCF" (eg it might be anonymous data which cannot be withdrawn after it is submitted, as stated on the PISCF)]

Have letters of support from organisations assisting with recruitment been obtained?

- ◉ Yes
- ○ No

Please attach the letter of support from organisation(s) assisting with recruitment.

Commented [KM21]: Note that this is specifically for external organisations assisting with RECRUITMENT

Limited Disclosure, Planned Deception or Active Concealment

Does the research involve limited disclosure, planned deception and/or active concealment?

Select all applicable to this research.

- ***Limited disclosure*** *is defined as research methods where all of the aims or methods of research are not disclosed to the participants.*
- ***Active concealment*** *involves methods where the research team do not reveal to participants the intervention, treatment, experimental condition or group they are assigned to.*
- ***Planned deception*** *involves methods where participants are deceived by being given incorrect or untrue information about the research.*
- ***Low-Risk Research****: If the research is classified as low risk, the research design must not involve methods of planned deception or active concealment.*

- [x] Limited Disclosure
- [ ] Planned Deception or Active Concealment
- [ ] None of the above

Is it required because there are no suitable alternatives by which the research aims can be achieved?

- (•) Yes
- ( ) No

Participants will be debriefed following participation in the research.

- *Debriefing of participants where research involves methods of limited disclosure, active concealment or planned deception is a requirement of the National Statement, section 2.3.1 item(e) and 2.3.2, item (b).*
- *School of Psychology: Debriefing is a mandatory requirement for all research involving Psychology 1 students.*

- ( ) Yes
- (•) No

Justify why participants will not be debriefed.

GUIDANCE:

If you have ONLY SONA-1 participants, answer NO here (because you will be required to upload information you have already given us). In this text box please write "SONA-1 participants will be debriefed as previously described". You don't need to attach your debrief again.

Otherwise, just answer what is correct for your study.

Commented [KM22]: So long as participants have a reasonable expectation about what they will or might experience (e.g., you may or may not receive inaccurate feedback from a peer; you may or may be asked to eat some cookies) we consider this LIMITED DISCLOSURE of allocation to experimental condition, not ACTIVE CONCEALMENT.

Commented [KM23]: The HREAP-C cannot approve projects that involve active concealment or planned deception.

PLANNED DECEPTION is when you genuinely need your participants to believe something that is not true and you will intentionally provide them inaccurate information in order to achieve that.

An example of PLANNED DECEPTION from the NHMRC National Statement is "telling participants the aim of the research is one thing when it is in fact quite different". So please, make sure that your stated aims are always accurate. Please note that general aims rather than specific aims will be accurate for a wider range of research questions.

Screening

Will participants be screened to determine whether they meet the criteria for inclusion in this research?

- (•) Yes
- ( ) No

Describe how participants will be screened and outline the process used to inform participants who are ineligible for inclusion in the research?

The following template text is provided to assist researchers in providing the information required to answer this question:

Following consent, a screening [interview, survey, questionnaire, telephone call, study visit] will be completed. Data collected during screening will be recorded using [describe how data will be recorded]. If a person does not meet the inclusion criteria, they will be notified by [describe how they will be notified, for example, they will receive a phone call, email, or a message within an online survey will appear]. Participants that meet the inclusion criteria will progress through the data collection methods described in the research methodology section.

[GUIDANCE:

This section applies to screening that happens to participants who have showed up to participate (either in person, online, over the phone etc) and may have consented, but for some reason it is not safe for them to continue based on preliminary answers to questions (e.g., about brain injury, epilepsy, etc) or they don't have the characteristics you need (e.g., a high DASS score on they day they show up to a study that involves looking at gory images - ie they think they are ok to proceed, but we/you do not).

It is important to the HREAP-C that SONA participants in particular have an opportunity to get credit if they attend an experimental session - even if they are not eligible. For example researchers can provide a neutral alternative task or allocation to control condition for these participants and later deleted from the dataset.

It is also important that any participant screened out at presentation to the study is linked into appropriate services if their ineligibility resulted from an identified risk to their well-being e.g., concerning DASS score.

Any participant who is not permitted to proceed with a study that they have tried to attend should not be left feeling like they have done something wrong or that there is something wrong with them and your answer here should explain how that will be achieved.

Participants should usually know there are screening criteria and that there will be a screening procedure so this doesn't come as a surprise.

Please also consider:
1) Will participants be asked to view graphic or gory, images or videos? or Will participants be asked to read graphic or gory scenarios or vignettes? IF this is something that will happen in your study, THEN please ensure the SONA brief description and Participant Information Statement frankly informs participants about the nature of the images they will see (e.g., images of human injury, the aftermath of a serious car accident, deceased persons etc). Euphemistic language is not helpful. AND include a description HERE of the procedure you will use to give participants an opportunity to view an indicative image or excerpt prior giving their consent. AND provide any supporting information HERE about previous use of these images or videos in research, and/or an indication of similar images or videos that people might be willingly or incidentally exposed to as part of their daily lives.]

Upload the screening tools for this data collection method.

Reimbursement and Participation Incentives

Please remember to save your work intermittently (every 15 mins) to prevent loss of work. iRECS will auto-save the form upon clicking on the "Previous" or "Next" button.

Will reimbursement be provided to participants?

- (•) Yes
- ( ) No

Indicate the type of reimbursement to be provided

e.g.,

Prepaid store gift cards (e.g., coles Myer or prepaid visa or MasterCard)
Electronic Funds Transfer
Credit provided through online research recruitment platforms.
SONA Course Credit

[GUIDANCE:

Please provide a few words describing all forms of reimbursement.]

Specify the amount of reimbursement and justify the reasons for providing this amount.

The amount of reimbursement provided should reflect an hourly rate reflective of the minimum wage within the country the research is being conducted.

[GUIDANCE:

Please specify the rate of reimbursement and briefly explain why the amount is not an incentive/coercive.

Also please consider: Will participants be paid extra depending on their performance? IF this is to motivate a certain level of participant performance THEN please include relevant citations to published literature justifying the necessity and rate of payment you propose as non-coercive. AND please ensure that this payment is NOT mentioned in the SONA brief description.]

Risks to Participants

To address National Statement 2.2.1 - 2.1.8, please conduct a risk assessment of the proposed research to identify the potential risks of harm or discomfort to participants.

Indicate whether the research presents a risk of research harms, discomforts or inconvenience.

- ○ Harm(s)

  Research classified as low or negligible research should not present a risk of research harm.

- ◉ Discomfort(s)

  Research classified as negligible risk should not present a risk of discomfort.

- ○ Inconvenience(s)
- ○ None of the above

Outline the potential research harms or discomforts that participants, researchers or the wider community may be exposed to while participating in the research.

e.g., participants may become bored after completing many trials.
participants may feel uncomfortable answering questions about their mood.
participants may be fatigued by extended viewing of stimuli.

[GUIDANCE:

If you reasonably expect participants will experience any harms as a result of their participation, this is not a low or negligible risk application the HREAP can approve.

If all risks are discomfort or lower, please choose DISCOMFORT, INCONVENIENCE or 'None of the above' and outline those risks here briefly.]

Indicate the likelihood and severity of these harms or discomforts occurring.

NA

[GUIDANCE:

Please answer NA here unless you have data to help quantify the likelihood or severity. The HREAP may come back to you with questions about this either way.]

Specify the steps that will be taken to minimise or prevent participants or the wider community from experiencing these harms or discomforts.

e.g.,
allowing participants to view and rate example stimuli before consenting allows participants to opt out to avoid harms/discomfort
providing accurate information about participation experiences helps participants to opt out if they anticipate harms/discomfort.
participants will be able to skip any questions they do not wish to answer

[GUIDANCE:

Please briefly describe relevant steps taken to avoid harms or minimise discomfort or inconvenience.]

Detail the procedures for informing participants of the potential harms and providing appropriate follow-up care.

Guidelines for providing support to distressed participants are provided below:

Managing Distressed Participants (please note that this document is currently being developed and will be provided shortly)

[GUIDANCE:

Please just confirm that you have read the School of Psychology guidelines for managing distressed participants here.]

Explain how the benefits of the research outweigh the risk of harm or discomfort.

NA

[GUIDANCE:

This assessment will be completed by the HREAP-C based on the information provided throughout. You can answer NA here but we may come back to you if we need clarification.]

Interests or Potential Conflicts of Interest

Please remember to save your work intermittently (every 15 mins) to prevent loss of work. iRECS will auto-save the form upon clicking on the "Previous" or "Next" button.

Are there any potential (actual or perceived) Conflicts of Interest to be declared?

The UNSW Research code of conduct outlines the requirement for transparency in declaring interests and reporting research methodologies, data and findings.

A conflict of interest involves a conflict between the private interests of a researcher which may improperly influence decisions or actions while conducting their research. They may involve personal benefits, personal relationships or private interests. Researchers can have a variety of private interests, including financial interests, professional and business interests, directorships and other office holdings (which create duties owed to other people) and personal relationships (for example, a family member, close friend, business associate or other person with whom you have a personal relationship). Many private interests will never give rise to a conflict of interest with the researchers's duties. However, a conflict of interest may arise when researchers gain a personal advantage or avoid disadvantage due to their role in the research. All potential conflicts of interest, whether actual or perceived, must be disclosed and managed appropriately.

- (•) Yes
- ( ) No

Describe:

[GUIDANCE:

If you have any conflict of interest, please choose YES. Otherwise, please choose NO.]

Data Analysis Plan

Detail the data analysis plan for this human research proposal and justify how the selected design will assist in addressing the research aims.

The following template text is provided to assist researchers in providing the information required to answer this question:

Data collected throughout the study will be analysed using [describe the data analysis methods]. In addition, the plan for analyses will assist in answering the research aims by [describe how this plan will address the research aims].

NA

[GUIDANCE:

You can answer NA here but we may come back to you if we need clarification.]

Publication and Dissemination of Research Results

Outline the plan for publishing and disseminating the research results to the participants or the wider community.

Participants will be provided with a summary of the findings at the conclusion of the project by (e.g. email) [This should align with the information at Section 8 of the PISCF. Note that if you are collecting non-identifiable data (e.g. using an anonymous questionnaire) participants should be instructed at Section 8 to access the results by contacting the research team or by using a link to a designated website (to be provided on the Consent Form) where a summary of the results will be published)].

The research results will be reported/published (e.g. in academic journals; e.g. as a PhD/Masters/Honours thesis; e.g. in Conference presentations).

Participant confidentiality will be maintained by (e.g. only reporting aggregate results; e.g. not including any individually identifying information in publications; e.g. only reporting individually identifying information with participants' consent).

e.g., The results will be included in a PhD thesis. We also aim to publish the results in peer-reviewed journals and present them in local or international conferences. Participants can email researchers for results.

The results of the study are intended to be published in a peer-reviewed journal, may be presented at conferences and will be included in a PhD thesis. Non-identifiable data will also be stored on open access repositories indefinitely. Participants will be provided with researchers' email addresses to contact if they wish to receive information about the study results.

[GUIDANCE:

IF you intend to make your non-identifiable data available in online repositories for secondary analysis, please ensure this is made clear at pt 9 of PISCF e.g., "Information collected for this research project may be made available to other research projects in de-identified form only"]

Access to existing collections of data or biospecimens for secondary research

Does the research involve access to existing collections of data or biospecimens?

- ○ Yes
- ○ No

Data Storage Platform

Specify the type of data that will be collected in this research.

Definitions of these data types are provided in the data classification guide. Please use this guide to classify the research data collected.

- ☐ Highly Sensitive
- ☑ Sensitive
- ☐ Private
- ☐ Public
- ☑ Other

Describe

[GUIDANCE: Data with identifiable personal information (e.g., address and phone details) and Non-identifiable/re- identifiable health/medical information is Sensitive information.]

Select the UNSW Confidentiality Risk Rating risk rating option that applies to the type of data that will be collected.

For assistance with defining risk rating options refer to the Cyber Security Standard - Data Security or contact the Research Data Management team at rdm@unsw.edu.au.

- ☐ High Risk
- ☐ Medium Risk
- ☐ Low Risk
- ☑ Other

Describe:

[GUIDANCE:

If you have sensitive, private or public data on less than 1000 participants, please choose "Low Risk" here.]

Will a UNSW supported platform be used to store the research data for this human research proposal?

Commented [KM24]: We recommend relying on a UNSW supported platform wherever possible.

- ◉ Yes
- ○ No

Indicate the UNSW Supported Platform to be used.

Research data must be stored following the UNSW Cyber Security Policies and Standards. Where possible it is recommended that a UNSW Supported Platform is used.

UNSW OneDrive & Teams

Will the data collected in this research be stored in an identifiable format?

- ◉ Yes
- ○ No

Will the research team remove identifiers to protect the confidentiality and privacy of the human research participants to whom the data belongs?

- ◉ Yes
- ○ No

Outline how you will remove identifiers from the research data, and these datasets will be stored separately.

The following template text is provided to assist researchers in providing the information required to answer this question:

Identifiers will be removed from records during data collection to ensure privacy and confidentiality. All records will be assigned a code [insert example of the code] for re-identification processes. The list linking a person's identity to their record will be stored separately and only accessible by the research team. Participants will only be re-identified if analyses uncover results that have health implications for participants that require immediate follow-up or where a participant has requested withdrawal of their information from the research. Any data collected will only be published in a format that does not individually identify a person.

[GUIDANCE:

Here you would talk about how you will strip identifying information out of your dataset if you are collecting identifiers (e.g., names, phone numbers, email addresses etc). AND
this information about stripping identifying information must also be provided to participants - in a way they can understand - at pt 9 of the PISCF so they understand how their confidentiality will be protected.

IF you intend to make non-identifiable data available in online repositories for secondary analysis, please also ensure this is made clear at pt 9 of PISCF i.e., by including the template text: "Information collected for this research project may be made available to other research projects in de-identified form only"

If you are not collecting identifiers your answers the earlier questions would be NO.]

Data Types and Retention Policy

Specify how human research data will be collected:

- [x] Data collected in hard copy
- [x] Data collected electronically
- [x] Audio or Video recordings
- [x] Photographic
- [ ] Human Biospecimens (e.g. blood/tissue)

Data collected in hard copy

Specify the storage location (for example, school, office location, room number or where within this location the records will be stored).

[GUIDANCE:

Specify the storage location (for example, school, office location, room number or where within this location the records will be stored).]

Specify the retention period

7 Years after publication

Data collected in electronic format

Specify the storage location (for example, server location)

e.g., UNSW Onedrive, Sydney

[GUIDANCE:

Specify the storage location (for example, server location)]

Specify the retention period

Other

Describe Indefinitely

Data collected using audio or video recordings

Specify the type of recordings to be collected in this human research

- ☐ Audio
- ☑ Video

Specify the storage location (for example, server location)

e.g., UNSW Onedrive, Sydney

[GUIDANCE:

Specify the storage location (for example, server location).

The HREAP-C generally prefers recordings of people, faces and voices are not retained in an identifiable format and stored indefinitely. We prefer identifying information to be stripped as soon as practicable. If that is not possible for your study, please explain why and how the confidentiality risks will be managed. Participants also must be informed on the PISCF at pt 9 about how their recordings/,images/voices will be handled and their confidentiality protected.]

Specify the retention period

7 Years after publication

Will recordings be transcribed by a person/organisation external to the research team?

- ◉ Yes
- ○ No

Will the person/organisation be asked to sign a UNSW Confidentiality Agreement before being provided with recordings to be transcribed?

- ◉ Yes
- ○ No

The person/organisation must be asked to sign a confidentiality agreement before being provided with recordings for transcription. Please upload a copy of the agreement to be used.

Will participants provide written consent to be recorded as part of the study?

- (•) Yes
- ( ) No

Will access to the audio/video recordings in this human research be restricted to the investigators listed on the application?

- (•) Yes
- ( ) No

Data using photographic images

Specify the storage location (for example, server location)

e.g., UNSW Onedrive, Sydney

[GUIDANCE:

Specify the storage location (for example, server location).

The HREAP-C generally prefers recordings of people, faces and voices are not retained in an identifiable format and stored indefinitely. We prefer identifying information to be stripped as soon as practicable. If that is not possible for your study, please explain why and how the confidentiality risks will be managed. Participants also must be informed on the PISCF at pt 9 about how their recordings/;images/voices will be handled and their confidentiality protected.]

Specify the retention period

7 Years after publication

Will participants provide written consent to be recorded as part of the study?

- (•) Yes
- ( ) No

Will access to the data in this human research be restricted to the investigators listed on the application?

- ( ) Yes
- (•) No

Specify why people external to the research team have access to the data collected in this human research.

[GUIDANCE:

The HREAP-C will usually prefer that only named investigators on the research application have access to the raw data.

If you propose something other than this, please explain why others need access and how confidentiality risks will be managed.]

Data Sharing

Will data be stored, shared, and used for secondary research purposes?

- (•) Yes
- ( ) No

In what format will the data be stored:

- [ ] Identifiable
- [ ] Coded (re-identifiable)
- [x] Non-identifiable

In what format will the data be shared:

- [ ] Identifiable
- [ ] Coded (re-identifiable)
- [x] Non-identifiable

For what purpose will the data be shared

- Specific: limited to the specific project under consideration;
- Extended: given for the use of data or tissue in future research projects that are:
  i. an extension of, or closely related to, the original project; or
  ii. in the same general area of research (for example, genealogical, ethnographical, epidemiological, or chronic illness research);
- Unspecified: given for the use of data or tissue in any future research.

- [ ] Specific
- [ ] Extended
- [x] Unspecified

Specify the name of the data custodian

Please note that a student investigator cannot be nominated as the data custodian

[GUIDANCE: this needs to be the Chief Investigator. The HREAP-C usually cannot approve the sharing of any Identifiable information.]

Describe the data sharing procedures.

The following wording is provided as a template:

- The data custodian will remove individual identifiers before releasing data to researchers for secondary research purposes.
- The data custodian will obtain evidence of human research ethics approval before releasing data to researchers for secondary research purposes.
- The data custodian will ensure that the data will only be shared using one UNSW Supported Platform.
- The data custodian will maintain a register of research projects data was released to researchers for secondary research purposes.
- The data custodian will report the register annually with the annual monitoring compliance report

[GUIDANCE:

Please choose one of the template options provided above this question or modify to suit your needs.]

Attachments

Upload relevant letters of support and copies of all documents that will be administered to the research participants or will be used to collect participant data. If you have uploaded these while completing the application form you do not need to upload them again.

Examples of the documents to be provided are as follows:

- Recruitment materials, including study advertisements, email, social media, or letters of invitation.
- Participant information statement and consent forms.
- Data collection tools, including survey tools, interview guides, and focus group/observation guides.
- Letters of support from participating organisations.

If your research involves the administration of ionising radiation, please attached a copy of the Radiation Safety Committee Approval and/or Radiation Safety Officer Approval.

Optional: Upload a flow chart or table of events to be used in this human research.

Commented [KM25]: Please do not upload the same document multiple times in the same application if you can avoid it. If you can't avoid it please make it clear that the document is a duplicate do we don't stare at it for ages trying to work out how its different when it isn't.

Declaration

If you have created this application on behalf of a Chief Investigator (CI), you must transfer this project to the CI to complete the final (Declaration and Submission) steps. Instructions for transferring a project can be found in the help section of iRECS.

As the submitting investigator of the research, I confirm that:

- The information provided in the submission is accurate, correct, and complete.
- I will ensure that the investigators and study personnel conduct the research following the National Statement on Ethical Conduct in Human Research (updated 2018) requirements.
- I will ensure that the investigators and study personnel will not commence recruitment, data collection or access data from existing collections (if applicable) without written confirmation of human ethics approval.
- Qualified research personnel will conduct all research procedures for both training and experience.
- I will ensure that all research personnel follow the approved protocol, procedures, terms, and conditions specified by the HREC/HREAP when conducting this human research once approved.
- I will ensure that approval will be sought for all modifications made to the research before implementing them in the conduct of the research.
- I will ensure that any conditions of approval will be met, and any requisite approvals, permits or regulatory processes relevant to the research will be obtained before recruitment, and data collection commences.
- I have read and understood the applicable UNSW Workplace Health and Safety policies. Therefore, we will undertake all appropriate training in Workplace Health and Safety as dictated by UNSW policies.
- The human research proposal has been provided to the head of the school for approval or their information before submission.

Research undertaken under the School of Psychology

- I have read the guidelines for managing participants wellbeing.

☑ Accept

Head of School/Centre/Institute

Please nominate your Head of School/Centre/Institute to be notified upon submission of this application.

Commented [KM26]: Please nominate Simon Killcross.

Title

First Name

Surname	
Faculty / Division	
School / Centre / Unit	
Email	
zID	

Submission