This document provides suggested answers for an ethics application to gather students and staff data under the CER-STEM framework using the University of Tasmania’s online Ethics Review Manager (ERM; https://www.utas.edu.au/research-admin/research-integrity-and-ethics-unit-rieu/erm).

Before commencing your application, you should review the template files provided, and ensure that they refer to the course for which you are applying for ethics (Note: You may want to do this by find/replacing the text [insert course name] with your course name). You should also make sure that any protocols described conform to your planned research and data collection strategies.

Whilst this document provides suggested answers to the questions asked, it is important that you carefully read each section to ensure that the answers provided align with your research program.

**PART A: Pre-Screening Questions**

**1.1 Project Title**

*Ensure that your course is referred to and then Insert the following text:*

An evaluation of the design and delivery of the [insert course name] and research into the impact of the course on student learning

**1.2 Health and Medical/Social Sciences Determination**

*Select* “No”

**1.3 Please tick the statement relevant to this research**

*Select* “New application submission”

---- *Select* ‘Next’ *to move to the next page* ----

**Application Review Pathway**

**3.1 Please select the appropriate type referring to the guidance notes provided.**

*Select* “Minimal Risk”

**3.2 Having reviewed the guidance notes provided within the help icon, please provide justification for the review pathway that you are intending to submit this application.**

*Insert the following text:*

The project does not include risk of harm or discomfort.

The project involves limited inconvenience to participants in the course of recruitment and decision whether to participate: participants need to read the information and opt-in to agree that their 'natural data' - data that is generated during educational activities (student participants; staff participants) - is available for research purposes. Data is re-identifiable for data matching purposes. A data manager is the only person who has access to the identity of participants and their data.

---- *Select* ‘Next’ *to move to the next page* ----

**Chief/Principle Investigator**

*Fill in the details, as appropriate*

**Data Manager/Study Coordinator**

*Fill in the details, as appropriate*

---- *Select* ‘Next’ *to move to the next page* ----

**Sponsor Details**

**4.6 Are there any Tasmanian Health Service (including DHHS) staff listed on this application?**

*Select* “No”

---- *Select* ‘Next’ *to move to the next page* ----

**Sites / Locations**

**4.10 Please indicate areas the study will be conducted**

*Select* “UTAS”

**4.10.1 Please list all individual UTAS site(s) where the research will be conducted**

*Add UTAS sites (e.g., campuses), as appropriate*

---- *Select* ‘Next’ *to move to the next page* ----

**Data Linkage Details**

**4.12 Is the project using data-linkage from the Tasmanian Data Linkage Unit (TDLU)?**

*Select* “No”

---- *Select* ‘Next’ *to move to the next page* ----

**Consent and Data Collection**

**5.1 Does the research proposal involve a waiver of the requirement for consent with respect to some or all participants? National Statement Chapter 2.3: Qualifying or waiving conditions for consent**

*Select* “No”

**5.2 Does the research proposal involve the collection, use or disclosure of personal information from Tasmanian State Agencies (including public and local government sectors, and the University of Tasmania) with consent of the participant?**

*Select* “No”

**Research where the Tasmanian Guardianship and Administration Act (1995) Applies**

**5.4 Does your research proposal involves a person (child or adult) with a disability who is incapable of giving consent to the carrying out of medical or dental treatment (being incapable of understanding the general nature and effect of the proposes treatment or incapable of indicating whether or not consent is given), such that consent is required by a person responsible under Part 6 of the Tasmanian Guardianship and Administration Act 1995?**

*Select* “No”

**Aboriginal and Torres Strait Islander Projects**

**5.6 Does your research project specifically target Aboriginal and Torres Strait Islander peoples or communities or their data?**

*Select* “No”

---- *Select* ‘Next’ *to move to the next page* ----

**7.1 Does this project need the approval of any other HREC?**

*Select* “No”

**7.1.1 Please provide an explanation as to why not? (e.g) all participants are within Tasmania**

*Insert the following text:*

All participants are within Tasmania

**7.2 Does this project need the approval of any institution other than the University of Tasmania (i.e. Department of Education, prisons, government institutions, or businesses)?**

*Select* “No”

---- *Select* ‘Next’ *to move to the next page* ----

**7.4 *Applications are sometimes unnecessarily delayed when the HREC has to ask the applicants to make editorial corrections, especially to the 'public' documents (i.e Information sheets/consent forms, surveys etc.). Poor use of English, ambiguities, age-inappropriate language and technical terms can reduce the capacity of participants to give fully informed consent and may reflect poorly on the institution conducting the research. An editorial review is more than just a spellcheck however does not normally require a professional editor, just a fresh pair of eyes.***

**Has the application, including the public documents, undergone an editorial review?**

*Select* “Yes”

**7.4.1 Please provide details of editorial review, including the name of the person who conducted the review**

*Insert the following text:*

The review was conducted by Dr Jo-Anne Kelder. The review included all documents submitted for approval. The research design, including data specified for collection and methods is appropriate for educational research. The language is clear and appropriate for the audience. The research can be expected to provide benefit to the participants and poses limited risks, that are mitigated by the role of the Data Manager and the use of online 'opt in' consent.

**7.6 Please provide definitions for any technical terms and acronyms.**

*If your specific project includes such terms, add them, as appropriate.*

---- *Select* ‘Next’ *to move to the next page* ----

**Section 1 – Core Information**

**Pre-application conditions**

*Read this section and then select “*Acknowledge and Continue”

---- *Select* ‘Next’ *to move to the next page* ----

**HREC Directory**

*Disregard this section*

---- *Select* ‘Next’ *to move to the next page* ----

**Project Overview**

**Q1.1 What is the Project Title (as presented in the Project Description/Protocol)?**

*Ensure that your course is referred to and then insert the following text:*

An evaluation of the design and delivery of the [insert course name] and research into the impact of the course on student learning

**Q1.2 Provide a summary of the research project in non-technical language.**

*Ensure that your course is referred to and insert the appropriate dates for the course’s lifecycle and then insert the following text:*

The research proposal is for a systematic, comprehensive, and longitudinal evaluation of the [insert course name] curriculum, with a focus on testing course design against student outcomes.

The duration of the research is aligned to the expected life cycle of the course (202x-202x).

This ethics application is to authorise continuous collection of data to inform a comprehensive program of educational evaluation of the course and research into its effectiveness and impact. An important benefit of this process is to enable the dissemination of outcomes via scholarly presentations and publications.

While the primary purpose of these data is diagnostic, to support students and inform course design, the data are also important to establish a baseline analysis of each student cohort against which the objectives of the course can be evaluated. Thus, each data set has a dual role of: 1) informing and improving educational design and (subsequently, aggregated with other data sets as part of a longitudinal study), 2) to determine if learning objectives of the courses are met. It is also intended to provide a data set for future research focusing on the graduates, evaluating this and related courses (extended consent).

**Q1.3 Which category/ies of research best describes the project?**

*Insert the following text:*

Higher Education

Science, Technology, Engineering and Mathematics (STEM)

**Q1.4 In what environment/s will the research be conducted?**

*Select the following options:*

Online

University(ies)

**Q1.5 What organisation/entity has overall responsibility for this project?**

*Insert the following text:*

The University of Tasmania

**Q1.6 Describe how this research project is currently, or will be, funded.**

*Add details, as appropriate*

Any necessary funding (Data Manager role) will be provided by [insert details]

**Q1.7 When do you anticipate starting the research project?**

*Select whichever option is most appropriate in your context*.

**Q1.8 What is the anticipated duration of the research project?**

*Insert the following text (unless you have a specific, alternative timeframe. E.g., the remaining length of the course cycle):*

5 Years

---- *Select* ‘Next’ *to move to the next page* ----

**Team member details**

*Fill in your teaching team members details, as appropriate.*

*NB - while it is encouraged that teaching team members are invited to join the research as participant-researchers, they can elect to opt-in as participants only or neither participant nor participant researcher.*

* *default status is not research participant*
* *default status is not a participant researcher.*

---- *Select* ‘Next’ *to move to the next page* ----

**Disclosure of Interests**

*Select* “No” *unless your specific circumstances require a disclosure of interests*

---- *Select* ‘Next’ *to move to the next page* ----

**Restrictions**

**Q1.11** **Are there any restrictions or limits on publication of data or dissemination of research outcomes of this project?**

*Select* “No”

---- *Select* ‘Next’ *to move to the next page* ----

**Evaluations**

**Q1.12 Has the scientific or academic merit of the research project been evaluated?**

*Select* “No” *unless the project has been evaluated, in which case, select “yes” and give details of who undertook the review etc.*

**Q1.13 Has this research project had prior ethics review?**

*Select* “No”

**Q1.14 Will any further or additional specialised review of this application be sought?**

*Select* “No”

---- *Select* ‘Next’ *to move to the next page* ----

**Location**

**Q1.15 Will this research project be conducted at multiple sites?**

*Select* “No” *unless your specific project involves other organisations (e.g., hospitals or other universities)*

**Q1.16 Will separate institutional approvals or authorisations be required prior to commencing research at each site?**

*Select* “No” *unless your specific project involves other organisations (e.g., hospitals or other universities)*

---- *Select* ‘Next’ *to move to the next page* ----

**SECTION 2 – Research Details and Participants**

**Methods**

**Q1.17** **From the list below, select all the research methods that will be used in the research project.**

*Select* “Action research”

---- *Select* ‘Next’ *to move to the next page* ----

**Participants**

**Q1.18 Indicate with whom or with what the research will be conducted**

***Select* “Human Beings (via active participation), including their associated biospecimens and/or data”**

**Q1.19 Will your research involve participation of any of the following?**

*Do not select any of the options, unless not doing so would be inappropriate.*

---- *Select* ‘Next’ *to move to the next page* ----

**Method-specific questions:**

*Given earlier selection of “Action Research” (Q1.17), the following questions will be presented in the following section.*

---- *Select* ‘Next’ *to move to the next page* ----

**M1.1 What is the challenge, need, phenomenon or question that the research will explore?**

*Ensure that your course is referred to and then insert the following text:*

Immediate objective

1. To identify factors that impact student learning outcomes to:

 a. inform decisions related to quality improvement and quality assurance of [insert course name] and,

 b. identify baseline data sets for measuring the effectiveness of course design and delivery.

Ongoing objectives

2. To measure a baseline, and then routinely measure incremental changes, in students’ knowledge, skills and capabilities (learning outcomes) over time: measuring effectiveness of course design and delivery.

3. To identify educational and course elements that assist students to develop graduate outcomes and course learning outcomes.

4. To assess the impact of the conceptual framework underpinning the [insert course name] on the delivery of the courses and student outcomes.

Longer term objective:

5. To evaluate the effectiveness and impact of the [insert course name] on students and cohorts (for different levels of progression and upon completion)

**M1.2 What process/es will be used to refine the objectives and design of the research, and how frequently will this be repeated during the project?**

*Insert the following text:*

This research will be conducted in compliance with the approved proposal and any conditions attached to this. Unexpected occurrences, events, outcomes or disruptions that may arise during the research will be reported immediately by the Chief Investigator to the University of Tasmania Social Science Human Research Ethics Committee (SSHREC). On completion of the research, a final report will be submitted to the University of Tasmania SSHREC.

The research team will meet monthly to discuss the research progress, with opportunity to report ‘unexpected occurrences, events, outcomes or disruptions’ – any ethical issues that require discussion, risk mitigation and reporting to the SSHREC. In addition, the Chief Investigator will complete and provide an annual report to SSHREC using the template provided.

Additionally, the research team will have a cycle of meetings aligned with the delivery cycle for the course curriculum. The first meeting in a cycle will be two weeks after students receive notification from the University of their grades for the study period (e.g. semester). The Chief Investigator will remind research team members of ethical requirements for data storage (hard and electronic copy).

**M1.3** **What outputs do you anticipate will be generated by the research?**

*Insert the following text:*

This research will be used, primarily, for research for publication (i.e., Scholarship of Teaching and Learning), but will also lead to improvements in educational outcomes for students via improved curriculum design and quality assurance.

---- *Select* ‘Next’ *to move to the next page* ----

**Participant Specific Questions:**

*Given earlier selection of “Human beings (via active participation), including their associated biospecimens and/or data” (Q1.18) the following questions will be presented in the following section.*

---- *Select* ‘Next’ *to move to the next page* ----

**Recruitment – General**

**Q2.1.1 Indicate how you will identify and recruit participants for your research, referencing any relevant section/s of your Project Description/Protocol.**

*Ensure that your course is referred to and then insert the following text:*

Participants will be invited to participate in this study. Those invited include:

* All students undertaking the [insert course name]
* All staff working on the design, delivery and administration of the [insert course name]

Participants will be both male and female, and will be at least 18 years of age.

These participant groups have been chosen as they can provide a broad range of high-quality data. It also ensures stakeholder representation in the course design, which supports good learning design, such that content is relevant, and the method of teaching is appropriate for student learning.

This research has three groups of participants:

1. Students

2. Academic Staff

3. Professional Staff

Group 1: Students

Students will be invited to participate primarily through the University’s Learning Management System (LMS). An LMS presence for all students enrolled in The [insert course name] - called the [insert course name] ‘Research Room’ - will be set up to which all student participants will have access.

The ‘Research Room’ as a communication mechanism:

The ‘Research Room’ will be used to provide students with information including:

* All materials relevant to student involvement in [insert course name] research activities,
* Information sheets, consent forms, and links related to consent status online forms,
* A ‘feedback’ area, and
* A ‘suggestions for future research’ area.

The ‘Research Room’ may be used to provide invitations to other ethically approved research projects undertaken within the context of the [insert course name] context.

 Students will be invited to participate by the following methods:

* Approved text delivered via a news item within a Unit or Course LMS site or as a bulk email from the Course or Unit Coordinator informing students about the ‘Research Room’ LMS site (see Doc 2a - Your contribution - Student Communication Text)
* All students and staff of the [insert course name] will be granted access to the LMS site ‘Research Room’. Please note: visiting does not indicate consent, the ‘Research Room’ functions as a designated place to invite participation and provide the mechanism by which the student must take action to establish consent.
* General information about the research program associated with the [insert course name] will be provided, for each course on its ‘Course’ LMS site, via a ‘welcome orientation’ statement (see Doc 2A - Your contribution - Student Communication Text ) and/or video version, intended to be read and/or viewed by all students on enrolment in the course (see Doc 3A - Video Welcome Message - Student script).
* General information about the research program associated with the [insert course name] will be provided via an embedded video welcome message (See Doc 3A - Video Welcome Message - Student script) in a Web Page on the [insert course name] ‘Research Room’ LMS site.
* Specific information about the ‘Research Room’ LMS site will be provided as a Web Page on the University [insert course name] ‘Research Room’ LMS site (see Doc 2A - Your contribution - Student Communication Text) and include information for students that it is the mechanism to confidentially establish their personal ‘consent status’ for research involving students as participants in the [insert course name] research project. Consent status is a dynamic and extended (see section on consent).
* Students may be invited to view the [insert course name] ‘Research Room’ in emails from course or unit coordinators (see Doc 2A – Your contribution – Student Communication Text).

Group 2: Academic staff

Academics employed by the [insert course name] to teach into and contribute to curriculum design of the University College courses

The [insert course name] teaching team is part of a community of practice that is explicitly engaged in evidence-based practice aimed at quality improvement, quality assurance (mandated by the university) and scholarship (mandated by national standards – e.g. TEQSA Guidance Note: Scholarship). They regularly participate in peer review of their unit designs and delivery and student evaluation surveys are analysed. Unit reviews and course review mandated by the university are also part of their practice. The research plan has been developed to reflect scholarship as routine academic practice.

Recruiting academic staff to participate in the research:

On the ‘Research Room’ LMS site, a text and/or video welcome message (see Doc 3B - Video Welcome Message - Staff script) will be provided in a staff-specific section (a Staff Module in the ‘Research Room’ LMS). It will include information for staff working in the [insert course name] about the ‘Research Room’ (in particular that it is the mechanism to confidentially establish their personal ‘consent status’ for research involving Staff as participants in the [insert course name] research project).

Group 3: Professional staff

Professional staff employed by the university to support the delivery of the [insert course name].

Recruiting professional staff to participate in the research:

The same arrangement for recruiting academics will apply to professional staff. They will have access to and use the same Staff Module in the ‘Research Room’ LMS site as academic staff because they work as part of the team.

They have been distinguished as a participant group because they have different roles and responsibilities and therefore consent may include some data that is different to academic staff data.

**Q2.1.2 How will your recruitment strategy take account of the ethical considerations relevant to the specific people you are recruiting?**

*Insert the following text:*

Group 1: Students

Recruitment processes will clearly communicate to students that participation in the research is entirely voluntary (opt-in), participation is anonymous and that the researchers (potentially their teacher) will not have access to information respecting whether they have chosen to participate or not. Students will also be assured that their data will deidentified and will be accessed and matched by an independent Data Manager to maintain participants' anonymity and that data will not be accessed until after grades are finalised.

Groups 2 and 3: Academic and professional staff

Recruitment processes will clearly communicate to all staff (teaching team and professional staff supporting the course) that participation in the research is entirely voluntary (opt-in), participation is anonymous and that the researchers (their colleagues) will not have access to information respecting whether they have chosen to participate or not. Staff members will also be assured that their data will be accessed and matched by an independent Data Manager, responsible to maintain their anonymity. Staff will be advised that, due to the nature of their role, their data may be identifiable to the researchers but that all data will be treated in confidence and any data with potential to be identifiable (e.g. feedback comment to students) will not be included in published documents.

---- *Select* ‘Next’ *to move to the next page* ----

**Recruitment – Action Research**

*Given earlier selection of “Action Research” (Q1.17) as the research method and “Human beings (via active participation), including their associated biospecimens and/or data” (Q1.18) as the research subjects, the following questions will be presented.*

**Q2.1.M.1.1 Describe the co-researchers for your project and how they will be identified, approached and added to the cohort.**

*Ensure that your course is referred to and then insert the following text:*

Potential co-researchers are any members of the teaching team (academic and professional staff members involved in curriculum design and curriculum delivery) of the [insert course name]. Membership of the research team as a participant researcher is invited (opt-in) but not mandatory. Membership of the research team is likely to change over the lifecycle of the course, due to natural changes in the composition of staff attached to the course over time.

**Q2.1.M.1.2 Will there be any participants or stakeholders involved in your research who will not be co-researchers?**

*Select* “Yes”

*(Note: Teaching team members and professional staff are invited but not obligated to join the research as participant-researchers)*

---- *Select* ‘Next’ *to move to the next page* ----

**Consent 1**

**Q2.2.1 Indicate the relevant section/s of your Project Description/Protocol that address/es consent.**

*Ensure that your course is referred to and then insert the following text:*

This research has three groups of participants:

1. Students

2. Academic Staff

3. Professional Staff

For both student and staff participants, consent will be given via on online form within the course ‘Research Room’, as detailed in the Project Description/Protocol (Consent).

Group 1: Students

Consent is dynamic in nature and can be changed up to two weeks after release of results (the date set beyond which participant data has been de-identified and can no longer be extracted). Individual students are defaulted as ‘no response’ (i.e. not participants). They can select an option to participate (for all or some of their units) and can select to withdraw (from all or some of their units) using the online consent form (see Doc 4A, 4B, 4C, 4D, 4E).

The Data Manager will review the consent status prior to commencing any data collection procedure (after the date set from which participants can no longer withdraw consent).

Group 2: Academic staff

Academic staff will be invited to view the Staff Module of the University College Courses ‘Research Room’ in an invitation email from the Data Manager (see Doc 2b).

A ‘staff section’ in the University College courses ‘Research Room’ is the same as the student section, except that it will include information relevant to staff participation rather than student, including:

• All materials relevant to staff involvement in University College courses research activities, and

• Information sheets, consent forms, and links related to online consent status forms.

There will be an option within the ‘Research Room’ LMS site to take staff members to an online form that will allow them to indicate their consent to participate in the research project (noting that the same form can be used to withdraw consent).

The Data Manager will review the consent status prior to commencing any data collection procedure (after the date set from which participants can no longer withdraw consent).

Group 3: Professional staff

Professional staff employed by the university to support the delivery of the [insert course name].

The same consent arrangements for academics will apply to professional staff. They will have access to and use the same Staff Module in the ‘Research Room’ LMS site as academic staff because they work as part of the team. This group has been distinguished as a separate participant group because they have different roles and responsibilities and therefore consent may include some data that is different to academic staff data.

**Q2.2.2 Will you be obtaining consent from some or all participants to participate in the research?**

*Select “*Yes for all participants”

**Q2.2.2.1 What is the scope of consent that you will be seeking?**

*Select* “Extended”

**Q2.2.2.2 How will consent be obtained?**

*Select* “Written”

**Q2.2.2.3 Are you proposing to obtain consent using limited disclosure?**

*Select* “No”

---- *Select* ‘Next’ *to move to the next page* ----

**Consent 2**

**Q2.2.3 Are family members, authorised representatives or any others involved in the participants’ decision to participate in the research?**

*Select* “No”

**Q2.2.4 Will there be an opportunity to confirm or re-negotiate consent during the research project?**

*Select* “Yes”

*Note: Q2.2.6 should have been hidden, based on the answer provided to Q1.18*

**Q2.2.6 Describe any ethical considerations related to the approach to consent that you will be seeking and your strategies for addressing and managing these issues.**

*Insert the following text:*

Students may be concerned that participation may affect their relationship with their lecturers or other staff, or may affect grades. To address this potential concern, participation is entirely voluntary and whether students have opted to participate will not be known by researchers or lecturers. Additionally, consent status can be changed at any time. Furthermore, opt-in consent is managed by a Data Manager responsible for data matching (re-identifiable data) and maintaining anonymity (see attached Protocol (Data Management)).

Staff (professional and academic) data may be unavoidably re-identifiable due to their role. To address this, the Data Manager and researchers will ensure that no potentially re-identifiable material is published.

---- *Select* ‘Next’ *to move to the next page* ----

**Alternatives to Consent**

**Q2.2.7 Are you proposing to use an opt-out approach with respect to some or all participants?**

*Select* “No”

**Q2.2.8 Are you requesting a waiver of the requirement for consent with respect to some or all participants?**

*Select* “No”

---- *Select* ‘Next’ *to move to the next page* ----

**Risk – General**

**Q2.3.1 Describe the risks and burdens associated with your research, referencing any relevant sections of your Project Description/Protocol as appropriate.**

*Insert the following text:*

This project qualifies as negligible risk research, as described in the National Statement on Ethical Conduct in Human Research (2007). The research does not expose participants to any risk of physical, economic or legal harms and a negligible risk of physiological or social harm. Nevertheless, there may be a perceived risk to students that data collected will impact on student grades or relationships with lecturers, tutors or researchers.

**Q2.3.2 Describe how these risks will be mitigated and managed.**

*Insert the following text:*

To mitigate any perceived risk that data collected will impact on student grades or relationships with lecturers, tutors or researchers, participation is entirely voluntary (opt-in) and whether students have opted to participate will not be known by researchers or lecturers. Additionally, consent status can be changed at any time. Furthermore, opt-in consent is managed by a Data Manager responsible for data matching (re-identifiable data) and maintaining anonymity. To mitigate any risks that become apparent during the research, the research team will meet monthly to discuss research progress, with opportunity to report ‘unexpected occurrences, events, outcomes or disruptions’ –including any ethical issues that require discussion, risk mitigation and reporting to the SSHREC.

---- *Select* ‘Next’ *to move to the next page* ----

**Benefit**

**Q2.4.1 Describe the benefits associated with your research, referencing any relevant sections of your Project Description/Protocol as appropriate.**

*Ensure that your course is referred to and then insert the following text:*

This project involves ongoing collection of a range of data sets to inform a comprehensive program of educational evaluation of the [insert course name] and research into its effectiveness and impact. An important benefit of this process is to enable the dissemination of outcomes via scholarly presentations and publications. Furthermore, this project will identify educational and course elements that assist students to develop graduate outcomes and course learning outcomes. Thus, this project will contribute to advances in Scholarship of Teaching and Learning as well as to improvement in educational outcomes for students via improved curricula.

**Q2.4.2 Explain how the benefits of this research justify any risks or burdens associated with the research.**

*Insert the following text:*

By disseminating research findings via scholarly presentations and publications, this research will provide substantial advances in the Scholarship of Teaching and Learning, leading to improved outcomes for students, academic institutions, teachers and academics. Because the risks and burdens of the research are negligible (see Q2.3.1), these outcomes fully justify the research.

**Q2.4.3 How will you manage participants’ expectations of the perceived benefit of participating in the research?**

*Insert the following text:*

N/A

---- *Select* ‘Next’ *to move to the next page* ----

**Section 3 – Data and Privacy**

**Data Characteristics**

**Q3.1 Indicate the type of information/data you will be collecting for this project.**

*Select* “Not personal information”

**Q3.2 Indicate the type of information/data you will be using in this project.**

*Select* “Not personal information”

**Q3.3 Indicate the degree of identifiability of information/data you will be collecting for this project.**

*Select all three options. I.e.,* “Individually identifiable information”, “Re-identifiable information” *and* “Non-identifiable information”

**Q3.4 Indicate the degree of identifiability of information/data you will be using in this project.**

*Select all three options. I.e.,* “Individually identifiable information”, “Re-identifiable information” *and* “Non-identifiable information”

**Q3.5 Describe any ethical considerations relating to the collection and/or use of the information/data in this project.**

*Insert the following text:*

Data collected as part of this study are, primarily, natural data generated in the normal processes of course delivery, including grades received and feedback provided by teaching staff and are only collected from participants who have elected to take part in the study (opt-in) and who have the option of opting-out at any stage for the duration of the course. Personal identifiers, including participants' names and student or staff numbers will be recorded for data management purposes, but will only be visible to the Data Manager (see Q3.10 and Q3.14 for details), and will not be included in published or otherwise disseminated format.

**Q3.6 Identify the source/s of the information/data that you will be collecting and/or using in this project.**

*Select* “individual participants and/or relatives or associates of participants”

**Q3.7 Describe any ethical considerations relating to the source of information/data as indicated in the response to the previous question**

*Insert the following text:*

Data for this study will only be collected from participants who have elected to participate (opt-in) and who have the opportunity to opt-out at any stage during the duration of the course, and will not include any medical/health or mental health data or records from law enforcement agencies. Participants will be advised of the types of data that will be collected before deciding whether to opt-in and will be provided with information about how it will be used and stored.

**Q3.8 Was the information/data that you are using previously collected for a purpose other than research?**

*Select* “No”

---- *Select* ‘Next’ *to move to the next page* ----

**Q3.9 Do you plan to disclose any personal information/data in this project to a third party?**

*Select* “No”

**Q1.10 How will you protect the privacy of participants and non-participants in any notes and/or publications arising from your research.**

*Insert the following text:*

Participants (students and staff) will be asked to provide their student or staff identification number for data management purposes, but this will only be available to the Data Manager. The Data Manager will create a unique code for each participant to enable them to link the data sets consented for research use by a participant. This will allow data matching of participants, maintaining confidentiality and anonymity, and managing the consent status of participants. The researchers will not have access to identifying details such as student or staff number or name. The student/staff number is collected as it is unique to each student or staff member and will prevent inadvertent collection of data from students or staff members who have the same name.

**Q3.11Are there any restrictions on your ability to assure the confidentiality of participants?**

*Select* “No”

**Q3.12 Do you plan to share any individual research results obtained during this research to the participants?**

*Select* “No”

**Q3.13 Describe how you will handle any secondary or incidental findings that arise from the analysis of personal information/data.**

*Insert the following text:*

Because data collected for this project are 'natural' data arising from normal processes of course delivery, no secondary or incidental findings are likely.

**Q3.14 Describe how the information/data will be stored, accessed, archived and/or destroyed.**

*Insert the following text:*

How will the data be stored?

All the data sets are in electronic form. Any hard copy printouts of data sets will be kept secure in a locked filing cabinet in a secure office.

Any electronic copies of collated data will be stored in a single password protected folder on University servers, accessible only to the Research Team, and the Data Manager. Research Team members will be required to use the Research Team folders and undertake not to store electronic copies elsewhere.

All electronic copies of the data will be stored in designated password-protected folders on a University server (a Research Team folder and a folder for the Data Manager). All access to, and use of, the data will be overseen by the Chief Investigator to ensure only authorised access.

Hard copies of collated data will be stored in a locked filing cabinet within the University College offices.

Data and records maintained by the Data Manager will be stored in a separate, password protected folder on University servers, accessible only to the Data Manager. Only the Data Manager will have access to the key that links staff and student identifying information to the deidentified data.

How will the data be Accessed?

All identifiable data will be de-identified and individual records maintained by the Data Manager who will provide only de-identified data to the investigators for analysis in the Research Team password protected folder. Data maintained by the Data Manager will be stored in a separate, password protected folder on University servers, accessible only to the Data Manager.

 A record of any electronic copies of the data will be recorded with the person responsible and the research purpose for which a copy has been made.

The Chief Investigator will oversee and monitor the use of all data collected under this Ethics application, except for the data that is managed by the Data Manager. The Data Manager will ensure compliance with this Ethics application on the data only that individual has access to.

How will the data be destroyed?

At the end of the five-year period, any paper copies of data will be shredded and disposed of through secure paper disposal. Electronic versions of the data will be maintained on the database in a deidentified manner, providing participants have provided extended consent for their data.

**Q3.15 Describe any ethical considerations relating to the storage of, access to or destruction of information/data in this project.**

*Insert the following text:*

N/A

**Q3.16 Will the outcomes of this project be disseminated to the participants?**

*Select* “Yes”

**Q3.16.1.1 Describe how the outcomes of the project will be disseminated to the participants, or refer to the relevant section/s of your** **Project Description/Protocol which deals with this matter.**

*Insert the following text:*

Participants in the study (students and staff) will be informed of any publications arising from it at the time of publication via the email address provided when they choose to opt-in.

**Q3.16.1.2 Describe any ethical considerations relating to any dissemination of outcomes to the participants.**

*Insert the following text:*

N/A

**Q3.17 Describe any foreseeable future activities for which information/data collected and/or used in this project may be made available.**

*Insert the following text:*

The data collected for this study have the potential to be used for further studies, for instance in comparison or combination with similar data collected for this course in future course cycles, or related courses in which similar data have been collected. Data collected as part of this study will not be used or shared for unrelated or non-research purposes.

**Q3.18 Describe any ethical considerations relating to the planned or possible future use of information/data in this project.**

*Insert the following text:*

All published data will be deidentified and made non-identifiable so that any future use does not compromise participants' anonymity. Participants will be informed that their (deidentified) data may be used for further research prior to opting-in.

---- *Select* ‘Next’ *to move to the next page* ----

**Section 4 – Attachments and Declarations**

---- *Select* ‘Next’ *to move to the next page* ----

**Attachments**

**Q4.1** **Attach the Project Description/Protocol to your HREA**

*Upload your project description/protocol (see the CER-STEM Project Description Template provided)*

**Q4.2 Are there any other relevant documents associated with conducting your research project?**

*Select* “Yes”

**Select the specific supporting document types to be uploaded**

*Select the following:*

Data management plans

Invitation to participant

Participant information and consent form

Other project-related documentation

**Invitation to participant**

*Upload the following documents:*

2A - Your contribution – Student communication text

2B - Your contribution – Staff communication text

3A – Video welcome message – Student script

3B – Video welcome message – Staff script

**Participant information and consent forms**

*Upload the following documents:*

Doc 5A – Ethics info Sheet – Student

Doc 5B – Ethics info Sheet – Staff

Doc 6A – Ethics consent – Student

Doc 6B – Ethics consent - Staff

**Other project-related documentation specific to your institution and/or jurisdiction**

*Upload the following documents:*

Doc 1 – Data manager requirements

---- *Select* ‘Next’ *to move to the next page* ----

**HREC**

**Q4.2 Select the Organisation that hosts the HREC or other review body and (Q4.4) the HREC or other body to which you are applying from the list below**

*Select* “Tasmania Social Sciences Human Research Ethics Committee, University of Tasmania”

**Q4.5 Under which review pathway are you intending to submit this application?**

*Select* “Negligible risk review pathway”

**Q4.6 Will this application be reviewed under the National Mutual Acceptance scheme?**

*Select* “No”

---- *Select* ‘Next’ *to move to the next page* ----

**Investigator team declarations**

**Indicate which members must sign this application**

*Select “*Chief Investigator/Researcher”

---- *Select* ‘Next’ *to move to the next page* ----

**Generate HREA document**

*Check that your application is complete and then select* “Yes”

---- *Select* ‘Next’ *to move to the next page* ----

***You will be returned to an overview page, where you can review your application and documents. Once satisfied that the application is complete, submit.***