Minimum Risk Social Sciences Human Research Ethics Application: example answers for a course-level research project

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Project details

# Title

#### Example answer

An evaluation of the design and delivery of the [insert course title] and research into the impact of the course on student learning, [insert any other points of research interest/focus, e.g., professional identity, clinical competence]

# Expected completion date

|  |
| --- |
| **TIP:**   * set the length of the research project to align with the life cycle of the course curriculum (design, delivery, final review and refresh or teach out) * The life of a course curriculum for research purposes can be aligned to the life of a course according to its accreditation (professional or institutional) * The research plan for a course can then be aligned to the evaluation plan |

# Conflicts of interest

**Ethics Application question:** *please describe the nature of the conflict*

#### Example answer

As the Chief Investigator is also the [role with inherent power, e.g. line manager of co-investigators, Associate Dean, L&T], there is potential for perceived coercion (particularly in relation to staff participation), whereby a staff, because of the employment relationship, may feel they need to participate if not managed effectively.

**Ethics Application question:** *please describe how the conflict will be managed*

#### Example answer

To eliminate the risk of coercion, the Data Manager will distribute invitations to staff and be a contact person for recruitment, participation, consent, and withdrawal for staff participants (or invited participants). The Data Manager, [name], is [*(e.g. a professional staff member of the College/Faculty/School)*]and will be provided a statement of responsibilities and procedures for discharging the ethical requirements of the role of Data Manager, signed by the Chief Investigator (see Appendix A1. Data Manager Requirements).

# Purpose

**Ethics Application question:** *What is the main purpose of this project?*

#### Example answer

‘Research for Publication’.

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| **TIP:** If you are asked to select main purpose, you may like to note that the purpose of this project is also ‘Teaching’ and ‘Quality Assurance / Audit’ |

# Outline of proposal

## Aims

**Ethics Application question:** *Please give a concise description of the main objectives and/or hypothesis of the study.*

#### Example answer

***Immediate objective***

1. To identify factors that impact student learning outcomes to:
   1. inform decisions related to quality improvement and quality assurance of [insert name of course], and
   2. identify baseline data sets for measuring the effectiveness of course design and delivery.

***Ongoing objectives***

1. 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.
2. To identify educational and course elements that assist students to develop graduate outcomes and course learning outcomes.
3. To assess the impact of the conceptual framework underpinning the [insert name of course] on the delivery of the courses and student outcomes.

***Longer term objective:***

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

## Justification

**Ethics Application question:** *Explain why this particular study is worth doing; and the main advantages to be gained from it.*

#### Example answer

This ethics application is to enable 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.

Provide outline of course and its objectives (if relevant)

**OR**

*Statement about the course purpose:* [insert course name] is designed to [*for example*: provide industry-relevant courses and work-ready graduates.]

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

The duration of the research is aligned to the expected life cycle of the [insert course name] (yyyy-yyyy).

This ethics application is to authorise continuous collection of data (see Section 11: Procedures) 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.

# Review of ethical considerations

**Ethics Application information:** *Research is only considered to be Minimal Risk if you answer “No” to all the following questions. If you answer “Yes”, you must complete a full application using the Social Sciences Full Application Form*

Answer ‘NO’ to all questions.

# Funding

**Ethics Application Questions:** *“Is this research being funded?”* ***and*** *“Do the investigators have any financial interest in this project?”*

Answer ‘NO’ to questions

|  |
| --- |
| **TIP:** This research project is set up to be part of routine practice of co-investigators as they conduct their teaching role for the specified course.  If there is funding for a specific research question/project, that may need to have a separate ethics application. |

# Participants

## Selection of participants

**Ethics application information:** *Clearly describe the experimental and, where relevant, control groups. Include details of number of subjects, sex, age range, and any special characteristics. Give a justification for your choice of participant group(s)*.

#### Example Answer

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

* all students undertaking any unit in [insert course name]
* all staff (will vary, approximately NN academic and NN professional) working in the [insert course name] design, delivery, and academic administration team.

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

These participant groups have been chosen as [insert course name] staff and students 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.

## Recruitment of Participants

**Ethics application information:** *Give specific details about how participants will be recruited. Some questions to consider include:*

* *Are you recruiting through advertisements? If so, indicate where they will be placed and append a copy*
* *Are you recruiting through 3rd parties like associations, schools or clubs? If so, detail how you will approach the organisations and the process that the stakeholders will use to pass on information to potential participants. Please attach copies of letters of introduction, emails, and telephone preambles if appropriate*
* *Are the participants University or DHHS staff, or regular patients in a particular clinic? If so, detail how they will be approached i.e. through personal invitation, email etc.*

#### Example Answer

This research has three groups of participants:

1. Students
2. Academic Staff
3. Professional Staff

***Recruitment of Participants -* Group 1**

**Students enrolled in the [insert course name]**

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

LMS instance (e.g. called [insert course name] *‘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 [insert course name] context.

*Recruiting students to participate in the research*

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).

There will be an option within the LMS ‘Research Room’ to take student participants 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).

Please note that ‘consent status’ is identified by the completion of the consent form on the ‘Research Room’ LMS site. 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).

***Recruitment of Participants* - Group 2**

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

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).

There will be an option within the LMS ‘Research Room’ to take staff participants 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). Please note that ‘consent status’ is identified by the completion of the consent form on the ‘Research Room’ LMS site. 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 staff 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).

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 [insert course name] ‘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 [insert course name] 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).

***Recruitment of Participants* - Group 3**

**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.

# Data Identifiability

**Ethics application question:** *Which of the following best describes the identifiability of the data (including tissues) collected?*

#### Example answer

Check each of

* Non-identifiable data
* Re-identifable data
* Identifiable data

|  |
| --- |
| **TIP:** For purposes of ethics, data is classified in three main categories:   * Non-identfiable data * Re-identifiable data * Identifiable data   SoTL research often requires collecting re-identifiable data – so that a range of data sets can be linked for comparative purposes. For example, a student’s final grade can be matched to their demographic identifiers and their assessment submissions.  Re-identifiable data requires an independent third party to manage the data linking process to maintain privacy of individuals. The data manager is responsible to remove identifiers and replace them by a code. It is possible to re-identify a specific individual by, for example, using the code or linking different data sets. |

**Ethics application question:** *If the information is Re-Identifiable or Identifiable, please give details of the information that will be collected. Also, indicate how the confidentiality and anonymity of the participants will be protected.*

#### Example answer

**NOTE:** The [insert course name] is delivered in both online and face to face formats *(list include your course delivery modes*) thus data are captured in hardcopy and/or digital form via the online Learning Management System (LMS).

Consent is indicated by Students and Staff in the relevant online consent status forms.

**Non-identifiable data**

Aggregated student data automatically available through the Learning Analytics function of the LMS will be used to measure and report individual student engagement and overall retention, progression, grades and other aggregated data from student activity.

**Re-identifiable data**

To enable triangulation of data and tracking of progress of individual students across a range of indicators, all student data sets will be deidentified before analysis, using independently stored coding documents only available to the Data Manager.

Re-identifiable data will be collected from a variety of sources including the following:

Essays or reports, oral presentations, simulation activities, discussion board activities, online quizzes, reflective writing, professional portfolios, feedback between staff and students, discussion board activities (posts and responses), and collaborate session data. Where there is identifiable data within text (e.g. when staff address students by name), the identifiable data will be replaced with substitute text (e.g. [student] or the assigned participant code number).

*Formal quality improvement processes (deidentified by the Data Manager), embedded in the practice of the teaching team, used as data for research purposes.*

* Individual feedback or reflection incorporated in informal or formal reports to the Course Coordinator
* Peer review of units (internal review or external review)
* Student evaluation survey outcomes
* Peer review feedback
* Student evaluation survey outcomes
* Unit Reports and Unit Review

Maintaining participant anonymity:

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.

The **method for reidentified data** has been designed to ensure an efficient process that minimises potential annoyance to participants and protects confidentiality and voluntariness, whilst enabling data matching and longitudinal tracking of students.

The method for reidentifiable data, to enable matching and tracking, utilises a Data Manager to prepare reidentifiable data into a de-identified data spreadsheet, such that the investigators will have no access to the names or identification numbers of those participants who have consented to the use of their data for research purposes. The de-identified data spreadsheet will be used for analysis. Data will not be analysed for research purposes until student grades have been awarded. Students are notified their results have been released (grades awarded) by centrally run processes, at key dates notified on the University website. The data manager will wait until two weeks after that event (different dates each semester) before accessing, de-identifying and collating data to be analysed as part of the research.

Students will be able to withdraw consent at any time for specific data by changing their consent status within the University College Courses’ ‘Research Room’. Consent status data will be monitored by the Data Manager who will be responsible for ensuring that only the participants that have maintained their consent status (e.g. have agreed to participate without changing their consent status prior to the last day of consent withdrawal) will have their data collected and collated for analysis.

# Relevant literature references

**Ethics application question:** *Please list the most relevant and recent literature references, both by the investigator and/or by others, that support the justification for the study.*

#### Example answer

Bloom, B. S., & Krathwohl, D. R. (1966). *Taxonomy of educational objectives.* Handbook I: Cognitive domain.

Laurillard, D. (2012). *Teaching as a Design Science: building pedagogical patterns for learning and technology.* New York, Routledge.

Phillips, R., McNaught, C., et al. (2012). *Evaluating e-learning: guiding research and practice*. New York, Routledge.

**Add relevant education or disciplinary specific literature**

# Procedures

**Ethics application information:** *Researchers should explain how the investigators intend to conduct the study including the methodological approach, the specific procedures employed and the methods of analysis of data. This should be consistent with the aims of the project.*

**Ethics application question:** *Please provide detailed procedures (describe exactly what you are going to do):*

#### Example answer

**Research design approach**

While the primary purpose of each data set is diagnostic, to support students and inform the course design, the data is also important to establish a baseline analysis of each student cohort against which the objectives of establishing the course can be evaluated (Phillips et al., 2012). The course is deliberately developed to embed the principles of educational design (Laurillard, 2012) integrated with principles of designing educational evaluation (for quality assurance) and research (investigating questions of effectiveness and impact) into educational initiatives (Phillips et al., 2012). Thus, each data set has a dual role of informing and improving educational design and, subsequently, aggregated with other data sets as part of a longitudinal study, to determine if learning objectives of the course are met. It is also intended to provide a data set for future research focusing on the graduates of the degree, evaluating the vision for the [insert course name].

The [insert course name] is delivered in both online and face to face formats *(please include your course relevant delivery mode)*, thus data is captured in hardcopy and digital forms via the Learning Management System (LMS).

**Inputs**:

Information about the students enrolling in the [insert course name] is needed to establish a baseline of student knowledge, skills and abilities and inform the design of units which are intended to provide students with a threshold level of skills/knowledge necessary to succeed in the course, for example *(the list is example only, include your course relevant data sets):*

* Student assessment items as data is a key source of evaluation evidence for attainment of learning outcomes.
* Online discussion posts are evidence of student learning along Bloom’s taxonomy or Miller’s taxonomy of levels of thinking (Bloom & Krathwohl, 1966).
* Student professional portfolios are key data regarding the development of students’ professional identity.
* Peer review by the teaching team and external peer reviewers is an important source of data for quality improvement in unit and course design.

**Processes**:

The processes for **recruiting** participants are designed tominimise effort to anonymously establish consent status and remove power relations that affect voluntariness (e.g. students feeling they may be disadvantaged if they do not consent when requested to participate).

Processes for **managing data sets** are designed to ensure confidentiality and ethical use of participant data. This includes:

* The Data Manager will assess the current status of participants’ consent (in the LMS) and remove the participants who have selected to no longer consent, two weeks after the final results are released each study period (e.g. semester).
* The Data Manager will collect the required data (e.g. results, assessments, feedback, etc) from each participating student and staff member and deidentify these before providing them to the research team.
* Data sets will be analysed by members of the research team.
* The Data Manager will add to the database over time, as new students and staff are included.

Where students or staff members withdraw consent from participating in individual units, or from the entire study, their data will be removed for the current units underway. If, for example, a student or staff member undergoes three semesters of study with full consent and in the last semester withdraws their consent, data from the first two semesters may be used, data from the semester term (which they have withdrawn from) is not collected, and no additional data will be collected. If that student or staff member opts back in, later down the track, data collection from the term that they give consent to participate will recommence.

**Procedure for recruiting and informing participants**

All research related documents (data collection instruments, information sheets, consent forms) included in this ethics application will be formatted for online access and students will provide consent for participation in the research on an online consent form in the research via a ‘Consent Status’ link in the [insert course name] ‘Research Room’. The [insert details of online survey platform e.g., Lime, Survey Monkey, Squiz Matrix] will be used.

**Ethics application question:** *Where is this project to be conducted? Researchers should attach a letter of agreement/support to participate from any organisation or department whose resources will be accessed as part of this project.*

#### Example answer

The research is a **[insert your faculty/college/School]** project, and will be conducted in the **[insert your school/discipline]**.

# Monitoring

**Ethics application question:** *What mechanisms do you intend to implement to monitor the conduct and progress of the research project? (National Statement 5.5)*

#### Example answer

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 [insert University Name] Social Science Human Research Ethics Committee (SSHREC). On completion of the research, a final report will be submitted to the [insert University Name] 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).

# Data

## Collection, use or disclosure of personal information

**Ethics application Question:** *Does the proposed research involve the collection, use or disclosure of personal information held by a Commonwealth or State agency, or an organisation in the private sector?*

Answer is “NO”

## Data Storage

**Ethics application information:** *All raw data must be held by the responsible institution for a period of at least five (5) years from the date of the first publication (this includes publication of the thesis). The data may be kept for longer than five (5) years but must eventually be destroyed, unless explicit consent is obtained from the participants to archive their data.*

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| **TIP:** You need to address the issue of data collection and data storage in the participant information sheet and consent form as well as answering questions in the Ethics application form. |

**Ethics Application Question**: *where will the data be kept?*

#### Example answer

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 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 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.

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.

**Ethics Application Question:** *How will the data be kept secure?*

#### Example answer

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.

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| **TIP:** Include a document setting out the Data Manager’s role and responsibilities.  *Suggested headings and wording*  **DATA MANAGER ROLE AND RESPONSIBILITIES**  **Research Summary**  **Ethical procedure**  As the Data Manager, you will be responsible for several key areas of the ethical conduct of the ‘RESEARCH TITLE’ investigated by RESEARCHER NAMES. Where there are concerns or questions about the role, the first point of contact is the Chief Investigator. Where it is not appropriate to contact the Chief Investigator, please contact any of the Associate Investigators.  *List research team and contact details*  The approved ethics application for this project will serve as a position description for the role of Data Manager and will guide the roles and responsibilities to be undertaken in the role. Whenever the ethics application changes, the approved changes specified in the amendments are to be upheld by the Data Manager.  In signing this agreement, I acknowledge that I have read and understand the ethics application, relevant attachments, and the roles and responsibilities required of me in the aforementioned documentation.  *Section for signing agreement with date and witness* |

**Ethics application Question:** *How and when will the data be destroyed?*

#### Example answer

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.

# Consent

## Type of Consent

**Ethics application information:** *Chapter 2.2 of the National Statement provides guidelines on the requirements for consent in human research. With few exceptions, participation must be voluntary and based on sufficient information and an adequate understanding of the proposed research. In general, an information sheet and consent form are used to provide potential participants with necessary information about study and to obtain their consent should they choose to participate.*

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| **TIP:** Opt-in is the appropriate method for consent in this type of research. It means that the researchers need to maintain commitment to student participants, communicating with them the benefits of participating in the research and consistently feeding back to them the knowledge and quality improvements that is gained from their data. |

**Ethics application question:** *Does the research involve?*

* *Opt-out approach*
* *Waiver of consent*
* *‘Obtaining consent from participants prior to their involvement or to the use of their data.’*

#### Answer

Select: ‘Obtaining consent from participants prior to their involvement or to the use of their data.’

GO TO: Section for Information Sheet and Consent Form

## Information Sheet and Consent Form

**Ethics application question:** *How will potential participants be informed about the purpose, methods, demands, risks and potential benefits of the proposed research prior to deciding to participate? (please refer to 2.2.2 & 2.2.6 of the National Statement for a list of information to be communicated to participants)*

#### Example answer

Select:

Information Sheet – *Please attach to the application*

See attached documents:

Doc 5A - Ethics Info Sheet – Student

Doc 5B - Ethics Info Sheet – Staff

Other – *Please describe:*

See attached documents

Doc 2A - Your contribution - Student Communication Text

Doc 2B - Your contribution - Staff Communication Text

Doc 3A - Video Welcome Message - Student script (available as transcript)

Doc 3B - Video Welcome Message - Staff script (available as transcript)

**Ethics application question:** *How will participants provide consent for participating in the proposed research?*

#### Example answer

Select:

Consent Form *– Please attach to the application*

The attached documents provide the ‘content’ of the consent forms pertaining to [insert course name] research activities provided online via the LMS or other online platforms.

Doc 6A - Ethics Consent - Student

Doc 6B - Ethics Consent - Staff

Other – *Please describe:*

A [name, e.g. ‘Research Room’] is established on the University’s LMS to which all academic and professional staff employed by the University who are allocated to [insert course name] and all students enrolled in [insert course name] are given access. The ‘Research Room’ LMS site is the primary mechanism for *informing* participants about the research (including download links for consent forms and information sheets).

The ‘Research Room’ is also the mechanism for *recruiting* participants by a dynamic mechanism to *establish their ‘consent status’* (at course and/or unit level) for data that is collected during the delivery of a course. Consent status can be established and/or changed at any time.

The ‘Consent Status’ secure link takes the participant to an online form (see Doc 4A, 4B, 4C, 4D, 4E) to respond to a series of questions that allow the participant to designate which, if any, information can be used for research purposes. The online form to establish an individual’s current ‘consent status’ is a mechanism to enable the management of a re-identifiable data set, and also uses a Data Manager to allocate a unique code to each participant and then link data sets for which they consent to be used. This mechanism also allows participants to change their consent status at any time for the duration of the project.

Doc 1 - Data Manager Requirements – setting out role and responsibilities of Data Manager

**Communication scripts**

Doc 2B - Your Contribution – Staff Communication Text

Doc 2A - Your Contribution – Student Communication Text

# Approvals and declarations

As required by your institution’s Social Sciences HREC.

**VERSION CONTROL:**

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| **Version** | **Author** | **Changes** | **Date** |
| 1 | Jo-Anne Kelder |  | 27/9/2019 |
| 2 | Jo-Anne Kelder | Minor update on naming the LMS instance in section Recruitment of participants – Group 1 | 1/11/2019 |