

# ETHICS INFORMATION SESSION

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## Topics included

- Application processes
- Types of ethics applications
- Structures and examples of applications
- “Pre-review” and “peer-review” processes
- Ethics application dates 2017
- Navigating the University and Faculty ethics websites
- Resources available
- Tips

## Application processes

- Decide the type of application form
- Work on your draft application with your supervisors
- Conduct peer review, revise accordingly
- Submit the draft application to FoE ethics office
- Internal-review by one of the ethics coordinators
- Feedback given via email
- Revise according to the feedback
- Resubmit for school approval – signatures
- Submission to
  - University SS ethics committee (Full application)
  - Chair of university SS ethics committee (minimal<sup>3</sup>risk)



# Types of ethics applications

Animal research

Human research

- Health and medical research
- Social science human research
  - Minimal risk ethics applications
  - Full committee ethics applications
    - E.g. Children under 18 years
    - E.g. Study conducted overseas

# Structures and examples of social science human research applications

- Minimal risk applications
- Full committee applications





## Faculty's ethics internal review process

- This is also called a pre-review, rather than peer review
- It focuses on the application's compliance with the National Statement on Ethical Conduct in Human Research.
- The aim of this process is to help achieve a smooth passage to HREC approval.
- Please provide consent to share the response sheet with a list of changes with HREC.

## Internal review – second round of revision?

- If we believe the application is not yet at the standard that could be approved by HREC, we will strongly encourage the applicants to do a second round of revision.
- Have a positive attitude on the internal review process.

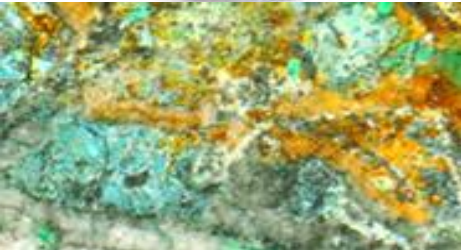




## “peer-review” process

- A peer review of the project for which an ethics application is required is to ensure the project and the application are based on sound academic merit and integrity. Minimal risk ethics applications are not required to undergo this peer review process, however, the research team is strongly encouraged to do so.
- All full committee applications from any category of applicant (Honours, Masters, PhD, academics) require peer-review prior to submission to the HREC (<http://www.utas.edu.au/education/research/ethics/Ethics-application-process>).
- The way the peer-review works for different applications can vary. Examples see table on next page.

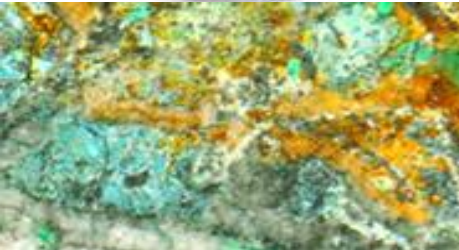




Type of projects	Type of peer review	Ways peer-review can be conducted
Projects conducted by students	School approval (Section 4a on full committee form)	Honours and masters students: It could be through coursework (e.g. assignments based on a research proposal and methodology paper).
		PhD students: Confirmation of candidature is a good place for peer-review.
Projects conducted by academic staff	Peer review (Section 4b on full committee form)	It can be done as part of a grant submission process, or by a colleague at the Faculty with relevant expertise who is not named as an applicant on the project, or it could be an academic or suitably qualified professional outside the Faculty or outside the University

# Ethics application dates 2017

Application due for Faculty Review*	Papers required by HREC**	HREC meeting date
January 13	February 3	February 20
February 10	March 3	March 20
March 17	April 7	April 24
April 14	May 5	May 22
May 12	June 2	June 19
June 9	June 30	July 17
July 14	August 4	August 21
August 11	September 1	September 18
September 8	September 29	October 16
October 6	October 27	November 13
November 3	November 24	December 11 10





## Navigating the University and Faculty ethics websites

- University human ethics website:

<http://www.utas.edu.au/research-admin/research-integrity-and-ethics-unit-rieu/human-ethics>

- FoE ethics website:

<http://www.utas.edu.au/education/research/ethics>

- National statement

<https://www.nhmrc.gov.au/guidelines-publications/e72>



## Resources available

- Ethics websites
- Ethics vodcasts on FoE ethics website
- Sample applications
- Research Integrity Training module in MyLO
- Ethics coordinators on Hobart and Launceston campuses
- Ethics officer – Linda Page







## Tips

- Consistent information in all sections of application
- Consistent information in all attachments
- Double check the expressions, language used (e.g. abbreviations), sentence structure, etc.
- Work together as a team
- Respond to the feedback given by the Faculty ethics office and the University ethics committee