

## Brotherhood of St Laurence – Ethics Application and Checklist

This checklist is to ensure research conducted within the Brotherhood of St Laurence is undertaken in line with the Brotherhood's Ethics Policy. Please refer to the Research Ethics Policy on BSL intranet site (Research and Policy Centre), for which research is covered by the policy, the policies and procedures.

The researcher should complete this checklist and present it with the BSL **Research Proposal** to the Ethics Coordinator to be passed on to the General Manager of the Research and Policy Centre and the BSL Human Research Ethics Committee for approval.

*Please answer all the following questions.*

### Title of research project

### Project manager/Researcher(s) names

### Location within BSL conducting research

	Yes	No
1. Have you read and agreed to the Brotherhood's Research Ethics Policy?	<input type="checkbox"/>	<input type="checkbox"/>

2. Has the proposal been approved by another Ethics Committee?	<input type="checkbox"/>	<input type="checkbox"/>
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If yes, please specify . \_\_\_\_\_

3. What do you see as the main ethical issues for your particular research project? (for example, vulnerability of participants, consent and confidentiality issues) How will they be dealt with?

	Yes	No
4. Have you attached the following?		

• Information sheet/s for research participants (plain language statement/s)	<input type="checkbox"/>	<input type="checkbox"/>
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• Sample consent form/s	<input type="checkbox"/>	<input type="checkbox"/>
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**Researcher's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Please complete checklist on pages 2 and 3***

Type of data collected	Yes	No
Is the research consistent with the BSL mission? (Policy 1)	<input type="checkbox"/>	<input type="checkbox"/>
Are you only collecting information that is necessary to the research? (Policy 2)	<input type="checkbox"/>	<input type="checkbox"/>
Research findings/reports (verbal/written) will preserve individual confidentiality. Information that can be linked to individual identity will be excluded (Policy 2)	<input type="checkbox"/>	<input type="checkbox"/>
Will the researcher guarantee confidentiality through secure storage? (Policy 2)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Data storage</b>		
Will the researcher delete unnecessary details i.e. names and other identifiable information from the database on completion of data entry? (Policy 2)	<input type="checkbox"/>	<input type="checkbox"/>
Who is responsible for securely keeping the data? _____		
For how long will data be securely maintained by this person? ____ years (Policy 6)		
Is it understood among all parties who owns the data and intellectual property? (Policy 8)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Informed consent and duty of care</b>		
Will participants' written or verbal consent be gained before the research is commenced? (Policy 3) Specify <input type="checkbox"/> written <input type="checkbox"/> verbal	<input type="checkbox"/>	<input type="checkbox"/>
Will the use of the results be clearly explained to participants? (Policy 3)	<input type="checkbox"/>	<input type="checkbox"/>
Will people be able to withdraw from the research and/or decline to be involved in any aspect of the research? (Policy 3)	<input type="checkbox"/>	<input type="checkbox"/>
Will they be given the opportunity to ask for clarification of the purpose of the research at any stage? (Policy 3)		
Will participants have access to the results of the research? (Policy 4)	<input type="checkbox"/>	<input type="checkbox"/>
Will participants be compensated for their time and expenses incurred? (Policy 5)	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered any special needs or vulnerabilities of your participants, e.g. disabled access, cultural sensitivities, age? (Policy 3)	<input type="checkbox"/>	<input type="checkbox"/>
Do you know what you would need to do in a situation of suspected abuse? (Policy 7)	<input type="checkbox"/>	<input type="checkbox"/>
In what form will your research findings be shared with research participants? (Policy 4) <input type="text"/>		

<b>Queries and complaints</b>	<b>Yes</b>	<b>No</b>
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Will participants be provided with the name and contact details of the Project Manager and Chair of the Ethics Committee to be contacted with queries or complaints?

 

Contact details of the project manager:

Name:  
Address:  
Phone:  
Email:

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***Ethics approval***

Date of presentation to Chair of BSL Human Research Ethics Committee (General Manager of the Research and Policy Centre):

\_\_\_\_\_

Approval signed by Chair of BSL HREC (General Manager of the Research and Policy Centre):

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Does this project need to be presented to the BSL Human Research Ethics Committee (HREC) for special consideration?

<b>Yes</b>	<b>No</b>
<input type="checkbox"/>	<input type="checkbox"/>

If yes, approval signed by the Chair of the HREC:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_