

Christian Research Ethics Application

Introduction

Prior to completing this Ethics Application, it is strongly recommended that you read 'Completing a CRA Ethics Application'. This document is available on www.cra.org.au under 'Ethics'. It will take you through all the material you need to prepare for this application.

If your research involves gathering new information or data from people such as through surveys, interviews, focus groups, observation, personal written information or personal measurements (e.g. weight, saliva measures) which will be made public, it needs ethical approval. This form is provided to enable easy applications to the Christian Research Association Human Research Ethics Committee for such approval.

If your research only uses data or information which has been previously collected with its own ethical approval (such as national censuses or omnibus published surveys) or data that is publicly available (such as blogs publicly posted on the Internet), ethics approval is not needed and you do not need to complete this form.

If you are doing research within an organisation solely for the use of that organisation, such as seeking feedback from students on their experiences of their studies, or feedback from staff, no ethical approval is needed as long as that research is not going to be made public. If it will be made public, ethics approval should be sought.

Name of the Researcher *

First Name Last Name

Email address of the researcher *

example@example.com

Phone Number

Area Code

Phone Number

Name of the supervisor (if research is being supervised)

First Name

Last Name

Email contact of the supervisor

example@example.com

Name of the Research Project *

Explain the nature and aims of your research project in less than 200 words

For whom or for what are you doing this research? If you are doing the research for a degree, indicate the degree. If the research is commissioned, please name the commissioning organisation.

Is the research being funded? If so, state the funding body.

To what organisation are you accountable in this research?

What date do you anticipate starting the collection of information or data for your research?



Day Month Year

What date do you anticipate concluding the collection of information or data for your research?



Day Month Year

Which of the following forms of collection of data will you be using in your research? (Tick all that apply.)

Survey

Interview

Focus group

Observation of public events (such as worship services)

Experiments in which human beings are subjects

Connecting with people through social media

Analysis of publicly available documentation or data (such as Census data or publicly available survey data)

Use of data collected by someone other than the researcher

Participants in the Research

A basic ethical principle is that people make a truly voluntary decision as to whether to participate or not in your research project. They must indicate their consent to the research. If they are doing a survey in their own time and in a private space, the fact that they complete the survey is understood as their consent to it. If you are conducting interviews or focus groups, you must obtain written consent from all participants before the interview or group event. Ensure your consent form is attached to this application. If they cannot give their own consent or are aged under 18 years of age, then you should also obtain consent from a parent or guardian.

Are the following statements true of the people you are inviting to participate in this research?

True Not true May be true

They are 18 years or older

They all live in Australia

They are in a state of good health and able to make their own decisions

They are not dependent on the researcher in any way or in an unequal power relationship (such as students in the researcher's class)

They are not members of a culturally or ethnically vulnerable group

This research is not of Aboriginal or Torres Strait Islanders

Explain how you will decide on people's capacity to participate in the research, how you will explain the research to them, and how you will obtain consent, protect their rights, and ensure their participation is truly voluntary. This is particularly important if any participants are under 18, not able to make their own decisions, are in an unequal power relationship, or members of a vulnerable group.

Recruiting Participants for Your Research

Recruitment of participants must take place in such a way that people feel under no obligation to participate. It is also important to respect the privacy laws when you are recruiting. Thus, you cannot use a church directory, for example, to contact people because people did not give their contact details for the purpose of research. However, you can ask the leaders of the organisation to publicise the research and invite people to contact you. You cannot ask individuals for the names and addresses of people you might contact to participate in the research, but you can ask them to give an advertisement to other people who may then get in touch with you.

What groups of people and how many people will be invited to participate in this research project?

Do you need permission from an organisation, club or business to recruit people for the research? (If so, ensure you attach your letter seeking permission or a letter indicating that permission has been granted.)

Yes, I will need permission

Yes, I have permission

No, I do not need permission

Other - explain below

How will you invite people to participate in your research? If you will be advertising your research, attach the flyer or other advertisement to this application.

I will be advertising publicly or within an organisation for participants

I will be asking people who are in a public position (such as leaders of groups)

Other - explain below

If you answered 'Other' in either of the two questions above, explain how you will recruit people to participate in your research and how you will obtain contact details.

If you are advertising your research, send the Committee the flyer or advertisement along with the other documents required.

Research with Minors

If you are doing research which involves minors (generally under 18 years of age), you will need to be especially careful to obtain consent from parents and guardians as well as the participants. You will need to have the information about the research written appropriately for the participants. Please ensure the appropriate consent forms and information sheets are attached to this application. If your research does not involve minors, move to the following section 'Research Outside Australia'.

Please respond to each of the following items if you are doing research with minors.

Yes No Not sure Not applicable

Have you obtained written approval from relevant organisations for your research?

Are you seeking consent from children's parents or guardians?

Have you explained the concept of anonymity to potential participants and the limits of confidentiality under the Child Protection legislation in your Information Sheet?

Have you completed Child Protection Training for Workers with Children?

Do you have a current Working with Children Check?

Have you ensured research will be in a suitable public location for the children's protection?

Will you explain to the children that they may withdraw at any time without needing to explain?

Have you ensured that parents or guardians can be present if they so wish, or if the child wishes?

If you have answered 'no' or 'not sure' to any of the items in the table above, please explain.

What is the number of your Working with Children Check?

What is the date of expiry on your Working with Children Check?



Day Month Year

Research Outside Australia

If you are conducting research outside Australia, complete the following questions. If all your research is being done within Australia, please move to the following section 'Conducting the Research'.

In what countries will you be conducting your research?

Explain how you have checked on legal and ethical requirements for research in those countries and how you will be obtaining the necessary permissions and fulfilling the requirements of research in those countries.

Conducting the Research

In your research it is important to minimise any harm or discomfort which could arise from the questions or from the way in which the research is conducted.

Does your research cover any of the following issues?

Yes No **May
be**

Personal issues including trauma, loss, death, suicide, grief, gambling, substance abuse, sexuality or gender?

Sensitive workplace/ church or other organisational issues?

Sensitive cultural issues including race, ethnicity or sexuality?

Possible criminal behaviour of participants?

Physical, emotional, mental or spiritual health of participants?

Fertility and/or pregnancy (including abortion)?

Other sensitive issues?

If you have answered 'yes' or 'may be' to any of the items above, explain how you will minimise any hurt or distress and how you will refer people to other independent counselling if there are hints of potential needs.

Do the methods in your research involve any of the following?

Yes No **May
be**

Deception or concealment?

Disguised covert observation or recording without consent?

Counselling practices or psychological interventions or treatments?

Administration of a physical stimulus?

Collection of physical samples from participants?

Withholding a benefit from which a participant may benefit?

Use of personal data obtained from a 3rd party such as government, medical or psychological records?

Other methods which might involve some harm to the participant?

If you answered 'yes' or 'may be' to any of the items in the table above, explain what you plan to do in your research and how you will minimise any hurt or harm that could occur.

Confidentiality

It is important to keep confidential the information that you are gathering. One way to minimise the problem is not to collect any information which might identify the participants. Otherwise, it may well be necessary to 'de-identify' the data you collect so that the identifying details of the participants are kept separately from other data.

In your research, will you be asking for or recording the name of your participants, or any information which could be used to identify them?

Yes

No

May be

Explain how you will ensure that the information will be gathered in a confidential way. For example, how will you ensure a location for the research where other people cannot hear what the interviewee is saying? If you are interviewing groups, how will you encourage all group members to maintain confidentiality? If a survey is done, will it be done in a private location and given to you in a way that does not compromise confidentiality?

Explain how you will protect the confidentiality of the information or data which has been collected after collection and during analysis. For example, where will be data be stored?

Will anyone apart from the research team be involved in the research, either conducting interviews or assisting with the analysis? If so, ensure you have included a confidentiality agreement form for use with such persons with your application.

Yes, I am including the confidentiality form

No, no one else will have access to the data

Maybe and I am including the confidentiality form

Explain where and how the data will be stored following the completion of the research. Note that all research materials should be stored for 7 years for legal reasons.

How will the data be used? How will you ensure the confidentiality of the participants when it is used, for example, in theses or publications?

What benefits do you expect from the research? Are there benefits for the participants? How will you ensure the participants receive those benefits? (Note that it is usual to offer the participants a short report.)

Other Documents Relevant to the Research

Which of the following documents will you be forwarding separately? (Tick all the apply. Note that templates are available for all these documents in 'Completing a CRA Ethics Application')

- Permission letter for organisation assisting
- Advertisement or flyer for recruiting participants
- Agreement with research assistant(s)
- Information sheet for research participants
- Consent form for research participants
- Interview schedule (description of questions)
- Survey

Declaration

I, the undersigned, declare that:

- the information supplied in this application is true and accurate to the best of my knowledge;
- I have read the National Statement on Ethical Conduct in Human Research and accept responsibility for the conduct detailed in this application in accordance with the principles contained therein and any additional principles required by the institution to which I am accountable for this research.
- I have no conflicts of interest other than those stated in the above application.

Your Signature

**Signature of
co-
researcher**

**Signature of
supervisor**
