

Ethical risk level

Self-assessment checklist

Human Research Ethics Committee

About this checklist

- This checklist is used to assess the level of ethical risk your human research project presents to participants.
- This completed checklist must be attached to your application as part of submission or the application will not be considered for the expedited review process. Timing constraints are not an acceptable reason for seeking expedited review where projects present more than minimal risk.
- Student researchers must consult with their supervisor when completing this checklist and preparing their application.

Projects must be submitted for review using the HREA form: <https://hrea.gov.au/>

Completing the checklist

- This checklist can be completed electronically.
- All fields with a red asterisk (*) are required.
- Click inside a checkbox to record a 'Yes' response.
- Click inside a text field to start typing a response.
- Digital forms and electronic signatures are preferred.
- If you have any questions, please contact ethics@csu.edu.au

Do not commence research until written approval has been received from the HREC.

* All fields with a red asterisk are required.

1. Research project

Project title *	
Proposed start date (dd/mm/yyyy) *	
Proposed end date (dd/mm/yyyy) *	
Is this a student project? *	<input type="radio"/> Yes <input type="radio"/> No
Principal supervisor (if applicable)	

2. Contact details

Primary contact full name (incl. title) * <i>Usually the chief investigator</i>	
Staff/Student ID *	
Email *	
Phone *	
School / Faculty / Organisation / Unit *	
Other research team members' names	

3. External funding arrangements

Select if the following applies to the project: *

- The research is being funded by an external organisation that requires the approval of a full committee meeting of the HREC
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4. Research topics

Select **all** topics that may be covered in the project: * (if unsure seek advice from ethics@csu.edu.au)

<input type="checkbox"/> Parenting	<input type="checkbox"/> Self-report of criminal behaviour
<input type="checkbox"/> Sensitive personal issues	<input type="checkbox"/> Any psychological disorder
<input type="checkbox"/> Sensitive cultural issues	<input type="checkbox"/> Suicide
<input type="checkbox"/> Grief, death or serious/traumatic loss	<input type="checkbox"/> Gender identity
<input type="checkbox"/> Depression, mood states, anxiety	<input type="checkbox"/> Sexuality
<input type="checkbox"/> Gambling	<input type="checkbox"/> Race or ethnic identity
<input type="checkbox"/> Eating disorders	<input type="checkbox"/> Any disease or health problem
<input type="checkbox"/> Illicit drug taking	<input type="checkbox"/> Fertility
<input type="checkbox"/> Substance abuse	<input type="checkbox"/> Termination of pregnancy

5. Research procedures

Select **all** procedures that may be employed in the project: * (if unsure seek advice from ethics@csu.edu.au)

<input type="checkbox"/> Use of personal data obtained from Commonwealth/State government dept/agency	<input type="checkbox"/> Administration of drugs
<input type="checkbox"/> Deception of participants	<input type="checkbox"/> Administration of other substances
<input type="checkbox"/> Concealing the purposes of the research	<input type="checkbox"/> Administration of ionising radiation
<input type="checkbox"/> Covert observation	<input type="checkbox"/> Tissue sampling or blood-taking
<input type="checkbox"/> Audio-/video-recording without consent	<input type="checkbox"/> Collecting body fluid
<input type="checkbox"/> Recruitment via a third party or agency	<input type="checkbox"/> Genetic testing
<input type="checkbox"/> Withholding from one group specific 'beneficial' treatments/learning methods	<input type="checkbox"/> Use of medical records where participants can be identified/ linked
<input type="checkbox"/> Any psychological interventions or treatments	<input type="checkbox"/> Drug trials and other clinical trials
<input type="checkbox"/> Administration of physical stimulation	<input type="checkbox"/> Administration of drugs or placebos
<input type="checkbox"/> Invasive physical procedures	<input type="checkbox"/> Use of confronting stimuli
<input type="checkbox"/> Infliction of pain	<input type="checkbox"/> Other researcher risks (e.g., unsafe environments or trouble spots)

6. Assessment of participant vulnerability

Select **all targeted** categories that participants may fall within in the project: *

- In an existing (e.g. friend, family member) or dependent/unequal relationship with researcher/s (e.g., lecturer/student, doctor/patient, teacher/pupil, professional/client, employer/employee, supervisor/staff member)

 - Indigenous Australians - Refer to the Following Guidelines:
 - [Ethical Research in Australian Indigenous Studies](#)
 - [Ethical Conduct in research with Aboriginal & Torres Strait Islander People and communities](#)

 - Minors without parental or guardian consent

 - Suffering from a psychological disorder

 - Suffering from a physical vulnerability

 - Highly dependent on medical care

 - Suffering from a psychological vulnerability

 - Impaired ability to give consent

 - Resident of a custodial institution

 - Unable to give free informed consent because of difficulties in understanding information statement (e.g., language difficulties)

 - Member of a socially identifiable group with special cultural or religious needs or political vulnerabilities

 - Identifiable in any final report when specific consent for this has not been given
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7. Researcher conflict of interest

Select **all that apply to the project**: *

- One or more of the researchers is affiliated with an external organisation(s) involved in the project

 - One or more of the researchers is in receipt of a financial benefit from any of the external organisations involved in the project
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8. Research in Overseas Settings

Select **all that apply to the project**: *

- Research is being undertaken in a politically unstable area

 - Research involves sensitive cultural issues

 - Research is being undertaken in countries where criticism of government and institutions may put participants and/or researchers at risk
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9. Ethical Risk Assessment

If you did **not** select any responses in parts 3-8 of this checklist:

- Your project might be 'low risk' and may be eligible to be considered for HREC approval via the expedited review process.

If you selected any items in parts 3-8 of this checklist:

- Your project might not be 'low risk' and may not be eligible to be considered via the expedited review process.

How to apply

- Submit this checklist together with the completed Human Research Ethics Application (HREA) form, your project description and all supporting documentation to ethics@csu.edu.au
- Student researchers must review the completed checklist and application with their supervisor/s before submitting.
- If you have any questions about the application process, please contact ethics@csu.edu.au

10. Special case argument

If you have answered YES to any items but believe your project may still be eligible for expedited review because of the particular nature of the project, provide reasons below (or attach an additional sheet) and submit this form to ethics@csu.edu.au

11. Signatures and approvals

Primary contact

Full name (Primary contact) *

Date (dd/mm/yyyy) *

Signature (Primary contact) *

Note: For student research projects this form must be co-signed by the student's Principal Supervisor (below). After signing above with a digital signature, students should save and email a copy of this form to their Principal Supervisor to review and sign.

Supervisor (if applicable)

Declaration

By signing below, I confirm that I have reviewed the student's proposal and the detail above and endorse submission to the HREC.

Full name <i>(Supervisor)</i>	
Date <i>(dd/mm/yyyy)</i>	
Signature	

Instructions for submission

Once this form has been signed digitally, save and email a copy with the whole application to ethics@csu.edu.au. Ensure all relevant supporting documents are attached.

For all HREC meeting dates and agenda closing dates, please see the [HREC meeting dates](#).

To check on the status of your application, please email ethics@csu.edu.au or call (02) 6933 4213 during business hours.