



**ETHICAL CLEARANCE OF RESEARCH INVOLVING HUMAN PARTICIPANTS: APPLICATION FOR APPROVAL OF RESEARCH**

**(PLEASE NOTE THIS PDF IS FOR INFORMATION ONLY – PLEASE COMPLETE YOUR FINAL SUBMISSION VIA THE FOLLOWING LINK - [SCD CLEARANCE APPLICATION FORM](#) )**

- 1 **Name of primary researcher:**  
**Add names of any additional researchers:**  
**Email address:**  
**Phone no:**

**Member Institute / Graduate Research School / Office of the Dean:**

**Is your research being overseen by a supervisor? YES / NO**

**Supervisor Name (1)**  
**Email address:**  
**Other contact details:**

**Supervisor Name (2)**  
**Email address:**  
**Other contact details:**



**PROJECT TITLE**

- 2 Research context: this research is to be carried out as a:**  
**PhD**  
**DMin**  
**MPhil**  
**Honours thesis**  
**Research Essay (postgraduate)**  
**Undergraduate program**  
**Academic research of a member of faculty**

**If relevant, please state the coursework unit**

- 3 Outline the research and its place in the project (max. 500 words):**

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<sup>1</sup> For the purpose of this ethics proposal, 'discipleship' is defined as the personal, relational, spiritual and missional development of an individual resulting from intentionally following the teaching, example and leading of Jesus, so as to become more like Jesus.



Research Questions:

Population:

Methodology

**4 Nature of the research – approval is sought for the use of:**

- Questionnaires and surveys
- Qualitative methodologies (interviews, recordings, notes from focus groups etc.)
- Behavioural observation
- Accessing data you, or another individual/organisation, have already collected for another purpose (e.g., from a database or archives)
- Psychiatric or clinical psychological studies
- Psychological experiments
- Other



**Provide further details here (note – you will be asked to upload all survey items, questionnaires, etc. later in the application):**

**Will your research involve the use of deception or disclosure**

**YES / NO**

**If you answered ‘yes’ to the use of deception, you will need to justify this to the committee and explain why deception is necessary to achieve the goals of the study. Also explain if the use of deception is likely to cause psychological discomfort (e.g., stress, anxiety, embarrassment, loss of self-esteem) and how you will debrief the participant, including a written script that will be read or provided to the participant. A debriefing statement will need to be included in the participant consent form.**



**5 Has the collection of research data already taken place.** YES / NO

**6 Time frame**

Date for the commencement of research collection: Day / Month / Year

Date for the conclusion of research collection: Day / Month / Year

Period for which approval applies: Day / Month / Year

**7 Merits of the research -** taking into account the recent literature and previous studies, this research project is justified in that it:

**8 Participants in the research**

Do the subjects of the research include:

- children/ young people under the age of 18? YES / NO

If YES, upload a Working with Children Check YES / NO

Will your research involve any of the following (select all options that apply):

- Wards of the state YES / NO
- Prisoners and prison authorities YES / NO
- Members of the armed services YES / NO
- Persons who are mentally ill YES / NO
- Persons who are intellectually impaired YES / NO
- Persons with disabilities and their carers YES / NO
- Persons with chronic illness and their carers YES / NO
- Persons who are from a non-English speaking background YES / NO
- Aboriginal and/or Torres Strait Island people and/or communities YES / NO



**If you selected Aboriginal and/or Torres Straight Island people and/or communities, have you read the most recent guidelines of the National Health and Medical Research Council for Research Involving Aboriginal and Torres Straight Islander Peoples and Communities?** YES / NO

**If participants include people who do not speak English as their primary language, provide details of how translation assistance will occur.**

Provide a copy of the information to be made available to participants:  
Select each item to confirm it includes the following:

- The title of the project on each page YES / NO
- Pages numbered as page 1 of ..., 2 of..., etc. YES / NO
- An assurance that participation is voluntary YES / NO
- An assurance participants can withdraw at any time without penalty or prejudice YES / NO
- The name and contact details of the Sydney College of Divinity Dean should a participant wish to make a complaint about the conduct of the research project? YES / NO
- First page is printed on appropriate Sydney College of Divinity Letterhead? YES / NO
- The consent form includes information for storing data (e.g., recordings)? YES / NO
- The process to debrief participants (if applicable) YES / NO

**Note:**

***If interviews are used, participants should be informed of their right to read/edit the transcript before results are recorded – researcher must provide details of how this is to occur. Researchers must also provide details and assurances that any third party assisting in transcriptions will respect confidentiality and that all information gathered, unless separate and specific written permissions have been obtained, will be 'de-identified' to ensure confidentiality. All of these assurances must be included in the cover letter sent to participants.***

- Will written consent be obtained? YES / NO
- Has a copy of the consent form been uploaded? YES / NO
- Has it been printed on appropriate letterhead of the Sydney College of Divinity? YES / NO



**Give details of how participants will be recruited, including assurances that choosing not to participate will not affect subjects in any way (especially relevant when relevant when recruitment is supported by service, government, or voluntary agencies; or with students recruited by their teachers). Attach a sample letter to such agencies if applicable.**

**If applicable, attach a sample letter to agencies you will seek to recruit participants from:**

Will participants receive any reimbursement, remuneration or financial incentive or 'rewards' as a result of participation?

YES / NO

If yes, give details here:



## 9 Conflict of interest

Are the participants:

- In a teacher-student relationship with the researcher? YES / NO
- In an employer-employee relation with the researcher? YES / NO
- In a minister-parishioner relation with the researcher? YES / NO
- In any other dependent relationship with the researcher? YES / NO
- In a health carer-receiver relationship with the researcher? YES / NO
- In a doctor-patient relationship with the researcher? YES / NO
- Is the research being funded by an external organisation? YES / NO
- *If YES to any conflicts, give details here:*

Does the researcher or supervisor expect any direct or indirect financial gain or other benefit from conducting the research? YES / NO

*If YES, give details here*

Have others besides the researcher placed any restrictions on the use of the results YES / NO





## 10 Risks, benefits and publication of results

Could participation in the research adversely affect the participants resulting in:

- |                         |          |
|-------------------------|----------|
| • physical harm?        | YES / NO |
| • psychological harm?   | YES / NO |
| • injury to reputation? | YES / NO |
| • invasion of privacy?  | YES / NO |
| • breach of law?        | YES / NO |

If participants are recruited directly by the researcher show how the issue of coercion, real or perceived, is addressed:

How will the participants be informed of the purpose of the research?

Is the research expected to benefit the participants directly or indirectly?

How are the results of the research to be disseminated?

List the institutional location(s) where all data collected will be stored (minimum period = 5 yrs after publication)

List the media for storing data (E.g. audio/ video, typed transcripts, etc.)



Upload all forms of data collection, e.g., questionnaires (in full), measures, outline of questions (for individual / focus group interviews), survey forms....

*All forms of data must be approved: the wording of questions or the approach of a survey design have significant ethical implications that need to be vetted in detail. An example: a survey that states 'please answer all questions to the best of your ability' violates the subjects 'rights' to refuse to answer any question as they choose.*

## **11 Consent**

Name the individuals and officials of organisations whose consent is required, and upload the documentation.

If this does not apply to your research, please indicate here

- Not Applicable

**Upload all relevant documents**

## **12 Consultation**

Name the particulate church, ethnic or community groups involved. Name the individuals and officials who have been consulted, and uploaded the documentation. Show how you have responded to any concerns and issues raised.

If this does not apply to your research, please indicate here

- Not Applicable

**Upload all relevant documents**



**13 Reflections of the researcher**

As the researcher give your understanding of the ethical issues involved in this research project (max 500 words).

**14 Signature of Researcher**

**15 Approval of this ethics application has been provided by my supervisors (s) (where applicable)**

- Yes

Name of Supervisor (please print):

**Supervisor's signature:**



**16 Date submitted to the Ethics Committee:**

Date Received by SCD Office	Date processed by Ethics Committee	
Signature of Chair of the Ethics Committee	Date	
Notification to be sent to: Faculty Researcher		
Research Degree Candidate	Supervisor	
Postgraduate Student completing a Research Essay	Supervisor	Member Institution
Postgraduate Student completing a Research Project	Supervisor	Member Institution
Undergraduate Student	Supervisor	Member Institution
BTh (Honours) Student	Supervisor	Member Institution

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**CHECKLIST OF DOCUMENTATION PROVIDED**

- Documents regarding the source and ethics clearance of research data already compiled
- Copies of the research instruments
- If research involves children a copy of a Prohibited Employment Declaration
- Letter of invitation to participate
- Written consent form
- Information sheet about project that will be given to all participating
- Any advertising copy or other details to be used in recruitment of subjects
- If applicable: cover letter + info sheet to recruiting agents / agencies
- If applicable: consent letter for parents of child participants (this must include child's signature also)
- If applicable: guidelines for (telephone / email) recruitment of subjects
- If applicable: sample debriefing sheet for participants involved in research involving intentional deception
- If applicable: sample letter to be translated for NESB subjects explaining process of translation to be used
- Documentation concerning community consultation

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**APPENDIX A: INVITATION TO PARTICIPATE IN RESEARCH PROJECT**

**Research Title:**



**SYDNEY**  
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**APPENDIX B:**

**PARTICIPANT INFORMATION STATEMENT**

**Research Title:**

**(1) What is the research about?**

**(2) Who is carrying out the study?**

**(3) What does the study involve?**



**(4) How much time will the study take?**

**(5) Can I withdraw from the study?**



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**PARTICIPANT INFORMATION STATEMENT:**

**(6) Recording, Data Usage and Confidentiality:**

**(7) Will anyone else know the results?**

**(8) Will the study benefit me?**

**(9) Can I tell other people about the study?**





**(10) What if I require further information?**

**(11) What if I have a complaint or concerns?**

Any person with concerns or complaints about the conduct of a research study is welcome to contact the Dean, Sydney College of Divinity. p. (02) 9889 1969, e. [scd@scd.edu.au](mailto:scd@scd.edu.au)

**This information sheet is for you to keep**