

# Letterhead for Information Documents

- 1.0** It is normal policy for the Human Research Ethics Committee to insist that University letterhead, appropriate to the school/faculty/centre of the chief investigator or project supervisor, be used for participant information documents when research is being conducted by staff or students of the University.
- 2.0** In some cases, where the researcher has a dual role with the University and another institution or research centre, eg University and Hunter New England Health, it may be appropriate to use a joint letterhead which supports the logos and identities of both institutions, or use the letterhead of the other institution or research centre. Researchers need to ensure that they are complying with the University's corporate standard if they use the University logo in any form other than the standard templates, eg combining it with another logo. Refer to Marketing and Public Relations.
- 3.0** As a minimum requirement, the Committee requires acknowledgement of the University relationship in the opening paragraph of all research participant information letters. In the case of research being conducted by students, this must extend to a statement which identifies the project as the research of a particular student(s), the course of study and the supervisor(s).
- 4.0** To avoid ambiguity, the independent contact for complaints should be the University's Human Research Ethics Officer when University letterhead is used, and the Hunter New England Health's Professional Officer (Research Ethics) when any letterhead of Hunter New England Health is used. In any other situation the University's complaints contact should be in addition to any other organisation's complaints contact.