

HUMAN RESEARCH ETHICS COMMITTEE

Reviewer Checklist



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

The Human Research Ethics Committee (HREC) is required to review applications for ethics approval with reference to the *National Statement on Ethical Conduct in Human Research (NS)*. In doing that, the HREC reviewers apply the following checklist.

The checklist is made available to researchers to enable them to conduct their own check to ensure that their applications address these key issues. Reference should be made to the relevant sections of the NS as indicated.

Research merit and integrity: [NS 1.1 - 1.3]

- * Has the research been peer reviewed? [1.2] Y N Unsure
- * Is the research justifiable by its potential benefit? [1.1(a)] Y N Unsure
- * Does the research demonstrate respect for participants? [1.1(d)] Y N Unsure
- * As proposed, will the research be conducted with integrity? [1.3] Y N Unsure

Justice: [NS 1.4 – 1.5]

- * Is the selection, exclusion and inclusion of participants fair? [1.4(a)] Y N Unsure
- * Is the process of recruiting participants fair? [1.4(b)] Y N Unsure
- * Will there be fair distribution of and access to benefits of the research? [1.4 (d)] Y N Unsure
- * Will participants be exploited in the conduct of the research? [1.4(e)] Y N Unsure
- * Will there be appropriate feedback of results to participants? [1.5] Y N Unsure

Beneficence: [NS 1.6 – 1.9]

- * Are any risks inherent in the research justified by the likely benefit? [1.6] Y N Unsure
- * Are risks adequately addressed and managed? [1.7] Y N Unsure
- * If there is no benefit to participants, are the risks ethically acceptable? [1.8] Y N Unsure
- * If applicable, are the duty of care strategies appropriate? Y N Unsure

Respect: [NS 1.10 – 1.13]

- * Does the proposal have due regard for the welfare, rights, beliefs, perceptions, customs and cultural heritage of those to be involved? [1.10] Y N Unsure
- * Will the privacy of participants be respected and protected? [1.11] Y N Unsure
- * Will consent be free and informed? [1.12] Y N Unsure
- * Is the consent to be sought appropriate for the research procedures? [1.13] Y N Unsure

Data management:

- * Are the arrangements for the storage, access and disposal of data adequate? (Refer to Guidelines at E8 of *Initial Application – Expedited Review* application form.) Y N Unsure

HUMAN RESEARCH ETHICS COMMITTEE

Reviewer Checklist



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Participant Information Sheet

• Presented on letterhead	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Written in plain English and appropriate for the target participants	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Identifies project	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Identifies researchers, their institutional affiliations & contact details	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• If a student research project, identifies student, course and supervisor	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Describes the aims and purpose of project	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Explains how recipients have been selected to receive the information	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Explains what is involved for participants and the scope of their consent	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Describes risks and benefits, or, if none, states that	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Addresses voluntary participation and right of withdrawal without penalty	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Explains data storage, its use and who has access to it	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Addresses consent / assent of children if they are to be involved	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Addresses confidentiality / anonymity	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Provides details of what feedback will be provided to participants	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Informs recipients what to do if they wish to consent	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Complies with interview recording and transcribing policy, if applicable	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Includes the standard complaints statement	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Signed by researcher(s) and, if applicable, student(s)	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>

Consent form (if required)

• Presented on letterhead	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Identifies project and researchers	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Includes appropriate general consent statement(s)	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Has required specific consent statements, eg access to records, quoting from interviews, archiving data, etc	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Has place for participants to print name and to sign	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
• Requests contact information for participants – only applicable if researchers need to be able to make further contact with participants	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>

Surveys and questionnaires (if applicable)

• Copies provided or on <i>HREC Register of Approved Tests and Procedures</i>	Y <input type="checkbox"/> N <input type="checkbox"/>
• Coversheet provided which identifies project, researchers, institutional affiliations & contact details	Y <input type="checkbox"/> N <input type="checkbox"/>
• Written in plain English and appropriate for participant population	Y <input type="checkbox"/> N <input type="checkbox"/>