Application number: Research start date:

Date received: Research end date:

Unitec Human Ethics Application – Form B

FOR APPROVAL OF PROPOSED RESEARCH INVOLVING HUMAN PARTICIPANTS that does not involve direct contact with participants.

If the methodology involves more than an anonymous questionnaire or examination of existing documents, applicants should use Form A.

(All applications are to be typed and presented using language that is free from jargon and comprehensible to lay people)

Section A: General Information

**Project title:**

**Projected start date: Projected end date:**

Academic Staff Application (excludes staff applying for ethics as students)

Full name of staff applicant/s:

Title/Department:

Campus **(*mark one only*)**: Albany Mt Albert Waitakere

Telephone:

Email Address:

Student Applications

Full Name:

Telephone:

Email Address:

Postal Address:

Employer **(*if applicable*):**

Full Name of Principal Supervisor(s):

School/Department/Institute:

Campus (mark one only): Albany Mt Albert Waitakere

Telephone:

Email Address:

Other Applicants – Co-researchers/co-supervisors/organisations

Full Name:

Name of organisation **(*if applicable*):**

Role in project **(*co-researcher, supervisor, sponsor, etc*):**

Telephone:

Email Address:

Postal Address:

School/Department/Institute:

Summary of Project

Please outline in no more than 200 words in plain, non-technical language why you have chosen this project, what you intend to do and the methods you will use.

List the Attachments to your Application

Information sheets

Questionnaire/s

Other:

Applications that are incomplete, lacking the appropriate signatures or submitted after  
the specified application deadline date will not be processed. This will mean delays for the project.

Applications must be submitted in the following formats:

One signed hard copy to be sent or hand delivered to the Ethics Secretary at:

Research Office and Postgraduate Centre  
Penman House  
Building 55, Level 1  
Unitec Mt Albert Campus  
Gate 4, 139 Carrington Rd  
Mt Albert, Auckland

One electronic copy complete with supporting documents to be emailed to the Ethics Secretary at: [ethics@unitec.ac.nz](mailto:ethics@unitec.ac.nz)

Note: If no hard copy, complete signed e-copies of applications will be accepted.   
E-copies to be sent to: [ethics@unitec.ac.nz](mailto:ethics@unitec.ac.nz)

Note: Email trails are unable to be accepted in lieu of signature/s.

Section B: Project Information

1. Does this project have any links to previously submitted UREC or HDEC application(s)?  
    Yes /  No

If yes, list the UREC or HDEC application number/s (if assigned) and relationship/s.

Is approval from other Ethics Committees being sought for the project?  Yes /  No

If yes, list the other Ethics Committees.

Section C: Institution

At which institution will the research be undertaken, if other than Unitec?

Section D: Project Details

State concisely the aims and objectives of the project. Include details of the value and benefits of the research.

Section E: Methodology/Type of Project and Methods

Questionnaire  Yes /  No

If no, please specify the type of methodology being used.

Will electronic media (e.g. e-Mail or the internet) be used for the collection of data from participants?  Yes /  No

If yes, explain how you will ensure that responses are anonymous.

**Summarise in simple terms your research method, including sample selection protocols, methods used to recruit participants, how questionnaires will be administered and methods of data analysis.**

Section F: Ethical Considerations

Describe the process that has been used to discuss and analyse the ethical issues present in this project (Please refer to the Unitec Research Ethics Guidelines for more information on ethical issues to consider).

Section G: Data Security

Only the researcher and primary supervisor will have access to the data, and that anonymity of the participant, in relation to their data, will be preserved in all instances.

Data will be kept secure from unauthorised access for at least 10 years following the conclusion and/or publication of the study, stored at Unitec, and physically destroyed thereafter.

Data will NOT be used other than for the purpose originally conveyed to the participants.

Section H: DECLARATION (Complete appropriate box)

ACADEMIC STAFF RESEARCH

Academic Staff Applicant

**I have read Unitec’s Research Ethics Policy and Research Ethics Guidelines. I understand my obligations and the rights of the participants. I agree to undertake the research as set out in all relevant policies and Guidelines. My Head of Department knows that I am undertaking this research. The information contained in this application is to the very best of my knowledge accurate and not misleading. It has been peer reviewed before submission.**

Staff Applicant’s SignatureDate:

Print Name

STUDENT RESEARCH

Student Applicant

**I have read Unitec’s Research Ethics Policy and Research Ethics Guidelines and discussed the ethical analysis with my Supervisor. I understand my obligations and the rights of the participants. I agree to undertake the research as set out in Unitec’s Research Ethics Policy and Research Ethics Guidelines.**

**The information contained in this application is to the very best of my knowledge accurate and not misleading.**

Student Applicant’s SignatureDate:

Print Name

SUPERVISOR

**I have assisted the student in the ethical analysis of this project. As supervisor of this research I will ensure that the research is carried out according to Unitec’s Research Ethics Policy and Research Ethics Guidelines.**

Supervisor’s SignatureDate:

Print Name

HEAD OF DEPARTMENT

**I declare that to the best of my knowledge, this application complies with Unitec’s Research Ethics Policy and Research Ethics Guidelines and that I have approved its content and agreed that it can be submitted.**

Head of Department SignatureDate:

Print Name