**Aotearoa Research Ethics Committee**

**TE ROOPU RAPU I TE TIKA**



c/o Community House, 301 Moray Place, Dunedin 9016 ● www.aotearoaresearchethics.org

**Request for Ethics Review**

(*Version 10, April 2025*).

When completing this application, please:

* Number the pages of your application and include all the following numbers and subheadings below.
* Ensure that any documentation that participants will see is attached to this document. (e.g. participant information sheet, consent forms, recruiting advertisements, surveys, etc.)
* Submit all parts of your Application in one document, as an attachment to your email.

**Type of review:**

We offer a tiered approach to review. Please indicate which review type you require:

☐ Expedited review (please see [www.aotearoaresearchethics.org](http://www.aotearoaresearchethics.org)) - $1800

☐ Standard review (at monthly meeting) - $ 500

☐ Koha (or no payment) – usually available to community research organisations only. Please contact the coordinator at admin@aotearoaresearchethics.org

Please make your payment as soon as you receive confirmation of your submission

Aotearoa Research Ethics Trust

Kiwibank: 38-9024-0085118-00

## 1. Research Project Title:

## 2. Applicant Details:

*The application should be made in the name of the lead researcher/primary investigator.*

*Applicant*:

*Phone*:

*Email*:

*Organisation*:

*Address*:

*Type of organisation*:

## 3. Co-researchers name & email (please list all):

*After the application is approved, the Committee will need to be informed if there are any amendments to the list e.g., a researcher replaces another a year into the study.*

## 4. Sponsor of research (Funder or contractor of work):

*This information should be included on the Information Sheet.*

## 5. Proposed Start Date for Data Collection:

*i.e. the date that recruitment will begin.*

## 6. Proposed End Date of Project:

*Approval is granted for 3 years. If the project continues longer than 3 years, please contact the Committee for an extension.*

# Project Outline

## 7. In simple terms, what question(s) do you want to answer with this research?

## 8. Why is this research important?

## 9. For whose benefit is this research being conducted?

## 10. Previous research experience:

*Describe any previous research experience, (and that of co-researchers) and any personal qualities, qualifications and experiences relevant to this project (e.g. links to participant group).*

## 11. Research Methodology and Procedures

*In no more than 500 words, give a brief, simple-language explanation of the method(s) and procedures (i.e. data collection, and data analysis) used in the project. Include any proposed questionnaires, interview guide or focus group questions in an Appendix below.*

# Project details

*If any of the following are not relevant, please indicate so with n/a.*

## 12. Who is the research population? How many participants are you seeking?

*Include details of the age range of participants, the inclusion criteria (those participants you wish to attract to the project) and the exclusion criteria (those you wish to prohibit from participating).*

## 13. How will participants be recruited?

*Explain how you will contact and invite participants e.g. through email, advertisements, snowball, though a third party. Attach a copy of any advertisements or other recruitment materials.*

## 14. How much time will participants be asked to give to the project?

## 15. How might participants or communities be vulnerable or at risk (physically, emotionally, professionally, etc.) within this research project?

## 16. How will researchers manage these vulnerabilities or risks?

## 17. What is your process for informed consent? If there is no informed consent process, please explain why this is not necessary for the project.

## 18. What, if any, are the potential areas that are of value to, or of concern, for Māori?

## 19. If there are aspects of interest to Māori, how is this reflected in the research design?

## 20. At which location(s) or institution(s) will the project be conducted?

## 21. If the researchers and/or research assistants might encounter unsafe or risky situations in the field, what arrangements will be made to keep them safe?

## 22. What potential benefits exist for the research participants and the community?

## 23. Will any deception be employed? If so, please indicate the nature of this and why it is necessary for the research (attach additional documentation as necessary).

## 24. How will you ensure confidentiality or anonymity for participants?

## 25. What, if any, compensation (money/rewards/koha) will be offered to research participants?

## 26. How will the findings of this research be made available? (Reports, journal articles, websites, etc.)

*27. What information/reports, if any, will be given back to participants? If none, please explain why.*

*28. Who will have access to the research data during the course of the project?*

*29. How will data, including electronic data, be stored securely?*

*30. What will happen to the research data after the project is completed?*

# Please tick to indicate you have read the following statements

I have included below the participant information sheet and consent form **with the following statement included**

*[This research has been assessed and approved by the Aotearoa Research Ethics Committee (AREC25\_XX). If you have any questions or concerns, please contact the Coordinator of AREC, on admin@aotearoaresearchethics.org]*

I have created **one** document that includes this application form, the information sheets and consent forms and any questionnaires, topics guides, letters of access, and all other documentation related to the project. Please submit one document only.

Printed Name: ……………………………………………….

Signature: ……………………………………………….

Date: …………………