Enter the Ethics ID number assigned by Themis Research to this ethics application.  
0830747.1  

Enter the title of the Project as recorded in Themis Research  
100581 Media and Communications Thesis  

Enter the name of the Responsible Researcher as recorded in Themis Research  
Umi Manickam Khattab  

1. PROJECT DETAILS  

1.1 EXECUTIVE SUMMARY IN Plain ENGLISH: Provide a brief summary of the project outlining the broad aims, background, key questions, research design/approach, the participants in the study and what they will be asked to do, and the importance or relevance of the project. [This description must be in everyday language, free from jargon, technical terms or discipline-specific phrases. (No more than 300 words).]  

The media and communications honours/post-graduate diploma (100581) thesis provides students with an opportunity to originate, under supervision a study of their own choosing and to pursue this over a sustained period of time to successful completion. For purpose of assessment, 100581, offered in the beginning of year and mid year, is the same for honours and post-graduate diploma fourth year level enrolment. Yearlong thesis submitted at the honours/PGD level is expected to demonstrate a relatively sophisticated and detailed understanding of subject matter, competence in research design and execution, methodological and theoretical reflexivity, high standard of argument and conformity to academic standards of presentation. Individual supervised student projects of 12,000 words generally examine media (including Internet and mobile technology), and forms of representation in the public domain, in relation to production, ownership, regulation, circulation, advocacy and consumption/reception. In this regard, the aim of most projects will fall within the remit of interrogating the encoding and or decoding processes and raising critical questions on how institutions, professionals, groups, communities and individuals - engaging with media forms in everyday life and in the civil, state and/or corporate spheres - construct reality, negotiate and make meaning, influence public agenda and shape and manipulate public opinion. Projects generally take on an interdisciplinary theoretical approach, are empirical in nature and deploy qualitative and or quantitative methodologies and may include one or more human research methods such as survey research, participant observation, ethnography and focus group. Projects may tend to combine one or more textual analysis methods with one or more human research methods. Fieldwork projects tend to be carried out through the administration of one or more of the following data collection instruments:  

a. Structured, unstructured, semi-structured interview questions  
b. Unstructured and/or semi-structured interview questions  
c. Observation through participation such as internship in the industry or regular visits to an office, community, museum, campaign site, theatre or home where forms of media use and/or social interaction are expected to take place (with informed consent)  
d. Audio and/or video recording of production activities in a studio/newsroom/consultancy/office setting (with informed consent)  
e. Audio and/or video recording of everyday engagement with media in private and/or public spaces (with informed consent)  
f. Diary keeping of media use  

Questionnaire schedules and/or interview questions are variously deployed with selected/sampled participants in a face-to-face, one-on-one manner or via telephone, facsimile, email, snail mail and/or postings on Internet sites. Interview questions and scheduled questionnaires may be administered within group-moderated discussions and in a range of settings such as home, office, campus and relevant public spaces including Internet sites.  

Participants in each research project may range from mass media audiences, fans, voters, journalists, editors, NGO advocates, politicians, public relations and advertising practitioners, writers, producers including bloggers and Internet/mobile users. Number of participants may depend on the research problem and approach and may range from one to about 100-150.
Sampled/selected participants may be invited by the student to respond to interview questions and/or observed with informed consent in a private or public setting determined by the nature of the study. Students who undertake the thesis acquire in-depth subject knowledge in a focused area of inquiry and academic competence in designing and bringing to fruition a sustained piece of research. Students gain both theoretical and practical benefits as they engage critically with media practices and reception. The successful completion of this thesis at this level, prepares students to competently and confidently undertake research at PhD and Masters-by-research levels.

1.2 AIMS OF AND JUSTIFICATION FOR THE RESEARCH: State the aims and significance of the project. Where relevant, state the specific hypothesis to be tested. Also provide a brief description of current research/literature review, a justification as to why this research should proceed and an explanation of any expected benefits to the community. (No more than 500 words)

Individual student projects in media and communications variously aim to examine media practices and/or audiences' engagement with them. This is usually pursued through a range of topics. Following are some examples of possible topics to be undertaken based on past student projects:

a. Public television and the negotiation of citizenship
b. Television and Australian culture
c. Australian radio and youth audiences
d. Media use among Diaspora communities
e. Internet and the public sphere
f. News blogs and interactivity
g. Discursive construction of the Australian film industry
h. Celebrity gossip
i. New media and notions of cosmopolitanism
j. Urban spectators and media use
k. Sports, media and identity
l. Media and election campaigns
m. Advertising and ideology
n. Globalisation and cultural identity
o. Media and national identity
p. Public relations and news sources
q. News and propaganda
r. Media regulation and policy
s. Media ethics, history and professionalism

Most projects tend to focus on the representation or mediatisation of issues (e.g. environment, politics, war, conflict, social problems), events (e.g. sports, elections, art exhibitions, national celebrations) promotional culture (e.g. public campaigns, advertising, rhetoric) and people (e.g. minorities, youth, celebrities, politicians, bloggers) through the lens of theorists and researchers such as Habermas 1989; Hall 1987, 1997; Castells 2001; Dahlgren 2005, 2011; Coudry 2003; Hassan 2008; Chomsky 1998; Young 2003, 2004; Vuker 1999, 2006, 2005; Cottle 1993, 2000; Van Dijck, 1991, 2000; Fairclough 1986, 2003; Williamson 2002; L’Etang 1997, 2002, Miller, 1998, 2002; Barthes 1973; Bignell 1997, 2002 etc.


Based on 500-word brief proposals submitted with honours/PGD applications to the Faculty of Arts, students are assigned supervisors in the first week of the enrolled thesis year, and are required to attend workshops during the first three weeks when they conceive individual research problems and submit a 1000-word research proposal, in discussion with their supervisors. In the workshops students are offered a three-hour session on audience methods and introduced to ethical concerns in human research and to the human ethics approval process. Those pursuing audience research, enrol in the 100416 Researching Audiences and Reception subject offered in the first semester. Generally, projects that examine audiences aim to ensure that students develop a high level of understanding of key audience studies, are able to identify changing frameworks of analysis and conceptualisation and deploy appropriate methodology in the analysis of audiences and processes of reception.

1.3 METHOD

(a) What data collection technique(s) will be used? [Tick as many as apply]
   Questionnaire (attach a copy)
   Interviews (attach a copy)
   Observation of participants without their knowledge
   Covert observation
   Audio- or video-taping interviewees or events (with consent)
   Other (Please give details. Use no more than 50 words): convening and moderating group discussions and overt observation through participation (with informed consent)

(b) What tasks will participants be asked to do? What is the estimated time commitment involved? How will data be analysed?

In all forms of human research methods deployed, namely, surveys, focus group, participant observation and ethnography (which may include a mix of techniques), the key instrument(s) of data collection remains interviews and/or observations. Participants will be asked by the researching student to respond to either structured or unstructured questions in particular settings (depending on the nature of the study). Participants in most instances
will be asked to engage in discussions (face-to-face and or via email, online or telephone) about their media experiences as a group and/or respond individually to in-depth interview questions or observed (with informed consent) in a natural media setting and if necessary requested to allow the researcher to participate along with them in the media reception process. Each interview/observation may take between 45 to 90 minutes. Occasionally, participants may be requested to record their media experiences in a diary over a normal week. In the case of quantitative methods such as surveys, data will be analysed using the statistical program for social sciences (ssps) and in the case of qualitative data, following transcription of recorded responses, analysis is done manually for small numbers of responses or via the nvivo 8 program. In all cases, student researchers determine common and conflicting themes in responses and look for similarities and differences within and between groups that are then correlated to key variables and concepts.

1.4 USE OF INDEPENDENT CONTRACTORS Will parts of this project be carried out by independent contractors? (e.g. interviewing, questionnaire design and analysis, sample testing, etc)

☐ YES ☒ NO If YES, confirm that the independent contractor will be engaged on the basis of relevant qualifications and experience and will receive from the first named Principal Researcher, a copy of the approved ethics protocol and be made aware of their responsibilities arising from it. [The responsibility for effective oversight and proper conduct of the project remains with the Principal Researcher(s)]

1.5 MONITORING (a) How will researchers monitor the conduct of the project to ensure that it complies with the protocols set out in this application, the University's human ethics guidelines and the National Statement on Ethical Conduct in Research Involving Humans? [Address, in particular, cases where several people are involved in recruiting, interviewing or administering procedures, or when the research is being carried out at some distance from the Principal Researcher (i.e. interstate or overseas)]

Student researchers carry out their fieldwork mostly during the break between semesters or during non-teaching period. They remain in regular contact with their supervisors via email and telephone. In very rare cases where fieldwork is conducted outside Australia, arrangements are usually made for an academic/industry practitioner in the overseas setting to supervise the student researcher during that time. Supervisors and student researchers continue to stay in contact via email and telephone. It is a practice in Media and Communication for the honours/PGD coordinator, who is a regular ethics committee representative, to be informed of human research fieldwork sites, particularly if they are in an overseas setting. Researching students and supervising staff members will be briefed during workshop sessions of the ethical parameters with regard to overseas research.

As this is a generic application, individual students and supervisors will be briefed on the monitoring process and the ethical parameters during workshop sessions held in the first three weeks of each semester. In media and communications, all supervising staff members attend the three-hour workshop sessions when human ethics is discussed as a topic and participants taken online to view the application process and carry out a brief simulation exercise. In the third session, proposals are work-shopped and at this point it will be ensured that research topics and methodology are within the approval ethical parameters. Those that are not, will be advised of the requirement to submit individual applications or rethink their topic and methodology in line with the HEAG approved parameters. The application form including the Plain Language Statement (PLS) and Consent Form (CF) and SHEAG approval letter will be included in the media and communications thesis writing guide, a hard copy of which will be distributed free of charge to all students and supervising staff members. Soft copies of the same will be downloadable from the subject on the Learning Management System (LMS). Students and staff members involved in interviewing human subjects will be required to send me an email confirming that they have read the contents of the minimal risk application with special reference to number 7 on the application form.

The honours/PGD coordinator takes responsibility in ensuring that individual supervisors are informed of the ethical parameters and monitoring procedure. While the workshops will be one avenue for the dissemination of this information to staff and students, a hard and soft copy of the application form, PLS and CF as well as a hard copy of the approval letter from the HEAG will be sent to all supervising staff members. The coordinator will monitor projects via monthly staff meetings when it will be requested to be an agenda. Further, since I teach two honours/PG level subjects, including one on Audiences (where ethics is discussed as a topic), I interact on a regular basis with almost all honours/PGD students and thus have the opportunity to informally discuss progress and identify issues.

(b) For student research projects how will the student be supervised to ensure they comply with the protocols? If the student is working overseas, provide additional details of any local supervision arrangements.

As above

2. PARTICIPANT DETAILS

2.1 TARGET PARTICIPANT GROUP

Please indicate the targeted participant group by ticking all boxes that apply. Expand any responses necessary in the space provided at "Other".
2.2 NUMBER, AGE RANGE AND SOURCE OF PARTICIPANTS
Provide number, age range and source of participants.

Number of participants may range from one to about 100-150 depending on the research problem and methodology. Participants will be adult/s, aged from 18 onwards. Student researchers will identify participants based on the purpose of the project in discussion with supervisors. In most media and communications projects participants tend to be selected from the media industry, political and/or NGO spheres as well as from a range of public and private spaces where people are expected to interact with media on and/or offline.

2.3 JUSTIFICATION OF PARTICIPANT NUMBERS [The quality and validity of research is an essential condition of its ethical acceptability (refer National Statement page 5)] Where applicable, provide a justification of sample size (including details of statistical power of the sample, where appropriate), explaining how this sample size will allow the aims of the study to be achieved.

In empirical projects, regardless of the methodological approach, student researchers, via regular supervision, ensure the validity and reliability of their individual projects and the suitability of the methods deployed as well as the appropriateness of the techniques administered, including sampling frame vis-a-vis individual research aims and questions. While representativeness may not be a major concern in non-probability qualitative projects where potential participants are selected purposively and are usually small in number for in-depth exploration and internal generalization to literature, it is usually a major concern in probability quantitative projects where external generalization to a population occurs. This is usually addressed via statistical techniques.

2.4 PARTICIPANT RECRUITMENT
(a) Please indicate the method of recruitment by ticking the appropriate boxes. Tick all that apply.

- Mail out - see below
- Advertisement - see below
- Recruitment carried out by third party (eg. employer, doctor) – see below
- Recruitment carried out by researcher/s
- Contact details obtained from public documents (eg. phone book)
- Contact details obtained from private sources (eg. employee list, membership database) - see below
- Telephone
- Personal contacts
- Snowball (participants suggest other potential participants)
- Other (Please explain in no more than 50 words):

- If using a mail out or email who will be distributing it?
  Student researcher is expected to send out emails to selected participants.

- If using an advertisement:
  - explain where will it be placed? [e.g. on waiting room wall, in newspaper, in newsletter]
    - have you attached a copy?
      Yes ☐ No ☐ NA ☐
      If "No" please explain (no more than 50 words):

- If recruitment is to be conducted by a third party, (eg employer, doctor) have you attached an approval letter?
  - requesting their assistance? [yes, no or not applicable]
    Yes ☐ No ☐ NA ☒
    If "No" please explain (no more than 50 words):
  - confirming their willingness to assist?
    Yes ☐ No ☐ NA ☒
    If "No" please explain (no more than 50 words):
  - that has been drafted for the third party to send to potential participants?
    Yes ☐ No ☐ NA ☒
    If "No" please explain (no more than 50 words):

- If contact details are to be obtained from private sources, have you attached an approval letter?
  Yes ☐ No ☐
  If "No" please explain (no more than 50 words):

(b) Describe how, by whom, where potential participants are to be identified or selected for this research.
Potential participants are to be identified by the researching student in discussion with her/his supervisor. Respondents are selected based on the research aims, problem and methodology.

(c) Describe how, by whom, where potential participants are to be approached or invited to take part in this research.

Potential participants are to be approached by the researching student following advice from supervisors. Participants will be selected based on the sampling frame and purpose of research. Selected participants will be approached by the student, briefed, given a plain language statement to read and informed, signed consent gained prior to commencement of interview.

2.5 DEPENDENT RELATIONSHIPS
[The issue of research involving persons in dependent or unequal relationships (e.g. teacher/student, doctor/patient, student/lecturer, client/counsellor, warder/prisoner, and employer/employee) is discussed in Section 7 of the National Statement. Such a relationship may compromise a participant’s ability to give consent which is free from any form of pressure (real or implied). Are any of the participants in a dependent relationship with any of the researchers, particularly those involved in recruiting for or conducting the project?]

☐ YES  ☒ NO  

(If YES, explain the dependent relationship and the steps to be taken by the researchers to ensure that participation is purely voluntary and not influenced by the relationship in any way)

2.6 PAYMENT OR INCENTIVES OFFERED TO PARTICIPANTS
Do you propose to pay, reimburse or reward participants?

☐ YES  ☒ NO  

(If YES, how, how much and for what purpose? Please justify the approach)

3. INFORMATION FOR PARTICIPANTS AND INFORMED CONSENT

Before research is undertaken, the informed and voluntary consent of participants (and other properly interested parties) is generally required (refer sections 1.7 - 1.12 of the National Statement for more details). Information needs to be provided to participants at their level of comprehension about the purpose, methods, demands, risks, inconveniences, discomforts and possible outcomes of the research. Such information is often provided in a written Plain Language Statement. Each participant’s consent needs to be clearly established (e.g. by using a signed Consent Form, returning an anonymous survey or recording an agreement for interview).

3.1 PROVIDING INFORMATION FOR PARTICIPANTS

(a) Will you be providing participants with information in a written Plain Language Statement?

☒ YES  ☐ NO  

(If NO, provide details of the protocol you will use to explain the research project to participants and invite their participation?)

(b) Will arrangements be made to ensure that participants who have difficulty understanding English can comprehend the information provided about the research project?

☒ YES  ☐ NO  

(If YES, what arrangements have been made? If NO, give reasons. Where interviews are to be conducted with participants who are identified to have difficulty understanding the English language as spoken in a particular cultural context, interviewers are expected to be familiar with the cultural context of the participants and with the language of the participants. Interviews are to be conducted in the main language spoken and understood by the participants. The plain language statement (PLS) and consent form (CF) are thus to be translated from the English language to the language the participant is most conversant and comfortable with. Supervisors and researching students are expected to be competent in the main language spoken and understood by the participants. They are expected to be qualified to verify that the translations are accurate. Supervisors are thus required to read and approve the PLS and CF, including the translated copies prior to commencement of fieldwork. In Media and Communications, several staff members are competent in languages other than English and are known to carry out research competently in diverse cultural settings.)

3.2 PLAIN LANGUAGE STATEMENT (IF APPLICABLE)
CONFIRM THAT THE PLAIN LANGUAGE STATEMENT WILL:

1. be printed on University of Melbourne letterhead  
2. include clear identification of the University, the Department(s) involved, the project title, the Principal and Other Researchers (including contact details), and the study level if it is a student research project.
3. provide details of the purpose of the research project
4. provide details of what involvement in the project will require (e.g., involvement in interviews, completion of questionnaire, audio/video-taping of events), and estimated time commitment
5. provide details of any risks involved and the procedures in place to minimise these.
6. advise that the project has received clearance by the HREC
7. (if the sample size is small), confirm that this may have implications for protecting the identity of the participants
8. include a clear statement that if participants are in a dependent relationship with any of the researchers that involvement in the project will not affect ongoing assessment/grades/management or treatment of health (if relevant)
9. state that involvement in the project is voluntary and that participants are free to withdraw consent at any time, and to withdraw any unprocessed data previously supplied
10. provide advice as to arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations (see ** below)
11. provide advice as to whether or not data is to be destroyed after a minimum period (if relevant)
12. provide in the footer, the project HREC number, date and version of the PLS
13. provide advice that if participants have any concerns about the conduct of this research project that they can contact the Executive Officer, Human Research Ethics, The University of Melbourne, ph: 8344 2073; fax 9347 6739

[**Re 10 – it is possible for data to be subject to subpoena, freedom of information request or mandated reporting by some professions. Depending on the research proposal you may need to specifically state these limitations]

PLEASE ATTACH A COPY OF THE PLAIN LANGUAGE STATEMENT TO YOUR APPLICATION

3.3 OBTAINING CONSENT

(a) How will each participant’s consent be established?

| By signing and returning a Consent Form – see 3.4 below | By returning an anonymous survey | ☑ |
| Via a verbal agreement | Via a person with lawful authority to consent (eg. parent, doctor) – see 3.3(b) below | ☑ |
| Via a recorded agreement for interview | Other (Please describe in no more than 50 words): | ☑ |

(b) If participants are unable to give informed consent, explain who will consent on their behalf and how such consent will be obtained.

3.4 CONSENT FORM (IF APPLICABLE)

CONFIRM THAT THE CONSENT FORM WILL:

1. be printed on University of Melbourne letterhead
2. include the title of the project and names of researchers
3. state that the project is for research purposes
4. state that involvement in the project is voluntary and that participants are free to withdraw at any time, and free to withdraw any unprocessed identifiable data previously supplied
5. outline particular requirements of participants including, for example, whether interviews are to be audio and/or video-taped
6. include arrangements to protect the confidentiality of data
7. include advice that there are legal limitations to data confidentiality (see below)**
8. (if the sample size is small) confirm that this may have implications for protecting the identity of the participants
9. (once signed and returned) be retained by the researcher

[**Re 7 – it is possible for data to be subject to subpoena, freedom of information request or mandated reporting by some professions. Depending on the research proposal you may need to specifically state and explain these limitations]

PLEASE ATTACH A COPY OF THE CONSENT FORM TO YOUR APPLICATION

4. PRIVACY AND CONFIDENTIALITY

[Section 18 of the National Statement describes ‘Privacy’ as "...a complex concept that stems from a core idea that individuals have a sphere of life from which they should be able to exclude any intrusion." A major application of the concept of privacy is information privacy: the interest of a person in controlling access to and use of any information personal to that person. ‘Confidentiality’, a narrower more specific term than ‘privacy’ refers to the legal and ethical obligation that arises from a relationship in which a person receives information from or about another.

At the Commonwealth level, the collection, storage, use and disclosure of personal information by Commonwealth agencies is regulated by the Privacy Act 1988. Sections 95 and 95A of the Act are of particular relevance to researchers. There is regulation at State and Territory level in the form of legislation related to privacy generally or the administration of agencies, or administrative codes of practice. In Victoria, the Health Records Act 2001 regulates health information handled by the Victorian public sector and private sector, while the Information Privacy Act 2000 regulates the collection and handling of non-health-related personal information. Section 18.1 of the National Statement states that an HREC must be satisfied that a research proposal conforms to all relevant Commonwealth, State or Territory privacy legislation or codes of practice]

4.1 ACCESSING PERSONAL INFORMATION

[Personal Information’ includes names, addresses, or information/opinion about an individual whose identity is apparent, or can reasonably be ascertained, from the information/opinion. It also includes Health Information (e.g. health opinions, organ donation or genetic information) and Sensitive Information (e.g. political views, sexual preferences, criminal records)]

Is there a requirement for the researchers to obtain Personal Information (either identifiable or potentially identifiable) about individuals without their consent?

a) from Commonwealth departments or agencies?

b) from State departments or agencies?

c) from Other Third Parties, such as non-government organisations?

If you answered YES to (a), (b) or (c), you will need to complete Module P and attach it to this application

4.2 REPORTING PROJECT OUTCOMES

(a) Will the project outcomes be made public at the end of the project?

YES NO

(If YES, give details of how the results will be made public (e.g. in journal articles book, conference paper, the media, working paper or other). If NO, explain why not. H1 and H2A theses are stored in hard and soft copy form in the School of Culture and Communication (SCC) library located in the English Department, John Medley building.

(b) Will a report of the project outcomes be made available to participants at the end of the project?

YES NO

(If Yes, give details of the type of report and how it will be made available. If No, explain why not. While H1 and H2A theses are stored in the SCC library, and may be accessible to the public, individual project outcomes will not be made available to participants by researching students. Supervisors and students will be advised of this. A copy of this application will be sent to all supervisors and students, uploaded onto the Learning Management System and enrolled students briefed during workshop sessions.

4.3 WILL THE RESEARCH INVOLVE:

• complete anonymity of participants (i.e., researchers will not know the identity of

YES NO
participants as participants are part of a random sample and are required to return responses with no form of personal identification)?

• de-identified samples or data (i.e., an irreversible process whereby identifiers are removed from data and replaced by a code, with no record retained of how the code relates to the identifiers. It is then impossible to identify the individual to whom the sample of information relates)?

• potentially identifiable samples or data (i.e., a reversible process in which the identifiers are removed and replaced by a code. Those handling the data subsequently do so using the code. If necessary, it is possible to link the code to the original identifiers and identify the individual to whom the sample or information relates)?

• participants having the option of being identified in any publication arising from the research?

• participants being referred to by pseudonym in any publication arising from the research?

• any other method of protecting the privacy of participants? Please describe:

Note that where the sample size is very small, it may be impossible to guarantee anonymity/confidentiality of participant identity. Participants involved in such projects need to be clearly advised of this limitation in the Plain Language Statement.

5 DATA STORAGE, SECURITY AND DISPOSAL

5.1 DATA STORAGE


☐ YES ☐ NO (If NO, please explain.)

5.2 DATA SECURITY

(a) Will the Principal Researcher be responsible for security of data collected?

☐ YES ☐ NO (If NO, please provide further details. You may also use this space to explain any differences between arrangements in the field, and on return to campus.)

Supervisors will be responsible. As soon as data analysis is completed, and prior to formal submission of theses, students are required to submit in a sealed envelope the raw data, with their names and student number on it. Supervisors are expected to securely store them in a filing cabinet in their office for a minimum period of five years.

(b) Will data be kept in locked facilities in the Department through which the project is being conducted?

☐ YES ☐ NO (If NO, please explain how and where data will be held, including any arrangements for data security during fieldwork.)

(c) Which of the following methods will be used to ensure confidentiality of data?

(select all options that are relevant)

• data and codes and all identifying information to be kept in separate locked filing cabinets ☐

• access to computer files to be available by password only ☑

• access by named researcher(s) only ☑

• other (please describe) ☐

(d) Will others besides the researchers listed in sections 0.3 and 0.4 have access to the raw data?

☐ YES ☐ NO (If YES, please explain who and for what purpose? What is their connection to the project?)
stated in the University of Melbourne Code of Conduct for Research. If the project involves clinical trial(s), the data should be kept for a minimum of 15 years (refer to Section 12.1 of the National Statement for further details)

Specify how long materials (e.g. files, audiotapes, questionnaires, videotapes, photographs) collected during the study will be retained after the study and how they will ultimately be disposed of.

Tapes, transcribed notes, and all forms of raw data will be securely stored in supervisors' offices for a minimum period of five years.
6. POTENTIAL CONFLICT OF INTEREST

6.1 POTENTIAL CONFLICT OF INTEREST

Is there any affiliation or financial interest for researchers in this research or its outcomes or any circumstances which might represent a perceived, potential or actual conflict of interest?

☐ YES  ☒ NO  *(If YES, give brief details?)*

[If you have declared a potential conflict of interest, you should include an appropriate comment on the Plain Language Statement and Consent Form]

6.2 COMPLIANCE WITH THE CODE OF CONDUCT FOR RESEARCH

[University researchers must disclose and manage Conflict of Interest in accord with the provisions of the University’s Code of Conduct for Research. See http://www.unimelb.edu.au/ExecServ/Statutes/r171r8.html]

Is the Conflict of Interest noted above in section 6.1 being managed in accordance with the Code of Conduct?

☐ YES  ☐ NO  ☒ Not Applicable

7. DECLARATION BY RESEARCHERS

The information contained herein is, to the best of our knowledge and belief, accurate.

We have read the University’s current human ethics guidelines, and accept responsibility for the conduct of the procedures set out in the attached application in accordance with the guidelines, the University’s Code of Conduct for Research and any other condition laid down by the University of Melbourne’s Human Research Ethics Committee or its Sub-Committees. We have attempted to identify all risks related to the research that may arise in conducting this research and acknowledge our obligations and the rights of the participants. We have the appropriate qualifications, experience and facilities to conduct the research set out in the attached application and to deal with any emergencies and contingencies related to the research that may arise.

If approval is granted, the project will be undertaken in strict accordance with the approved protocol and relevant laws, regulations and guidelines.

We, the researcher(s) agree:

- To only start this research project after obtaining final approval from the Human Research Ethics Committee (HREC);
- To only carry out this research project where adequate funding is available to enable the project to be carried out according to good research practice and in an ethical manner;
- To provide additional information as requested by the HREC;
- To provide progress reports to the HREC as requested, including annual and final reports;
- To maintain the confidentiality of all data collected from or about project participants, and maintain security procedures for the protection of privacy;
- To notify the HREC in writing immediately if any change to the project is proposed and await approval before proceeding with the proposed change;
- To notify the HREC in writing immediately if any adverse event occurs after the approval of the HREC has been obtained;
- To agree to an audit if requested by the HREC;
- To only use data and any tissue samples collected for the study for which approval has been given;

We have read the NH&MRC National Statement on Ethical Conduct in Research Involving Humans and agree to comply with its provisions.

All researchers associated with this project must sign

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8. DECLARATION BY DEPARTMENTAL HUMAN ETHICS ADVISORY GROUP (HEAG)

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The HEAG has reviewed this project and considers the methodological/technical and ethical aspects of the proposal to be appropriate to the tasks proposed and recommends approval of the project. The HEAG considers that the researcher(s) has/have the necessary qualifications, experience and facilities to conduct the research set out in the attached application, and to deal with any emergencies and contingencies that may arise. [Note: If the HEAG Chair is also a principal researcher for this project, the declaration should be signed by another authorised member of the HEAG]

Comments/Provisos:

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9. DECLARATION BY HEAD OF DEPARTMENT

<table>
<thead>
<tr>
<th>DATE APPLICATION RECEIVED:</th>
<th>/ /</th>
<th>HEAG NO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ TECHNICAL REVIEW COMPLETED</td>
<td>□ ETHICAL REVIEW COMPLETED</td>
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I have reviewed this project and consider the methodological, technical and ethical aspects of the proposal to be appropriate to the tasks proposed and recommend approval of the project. I consider that the researcher(s) has/have the necessary qualifications, experience and facilities to conduct the research set out in the attached application, and to deal with any emergencies and contingencies that may arise. [If the Head of Department is also a principal researcher for this project, the declaration should be signed by another authorised member of the Department]

This project has the approval and support of this Department/School/Centre.

<table>
<thead>
<tr>
<th>Name of Head (in BLOCK LETTERS)</th>
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<tr>
<td>Signature</td>
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<td>Date</td>
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</table>
When this form has been completed and finalised it should be attached to the coversheet section of the application completed in Themis Research and then submitted to the nominated Human Ethics Advisory Group for review.