|  |
| --- |
| **NMIT | Te Pūkenga Research Ethics Application** v. Feb 2024 |
| **Have you read and understood the** [**NMIT Code of Ethical Conduct for Research**](https://support.nmit.ac.nz/downloads/files/105)**?***If no, please read the Code. If you need any clarification or support, students please contact your supervisor, and staff please contact the NMIT Research & Ethics Committee (**researchadmin@nmit.ac.nz**).*  | [ ]  **Yes** [ ]  **No**  |
| **SECTION A. GENERAL INFORMATION**  |
| 1. **[Research project title](#A1" \o "The title of your project is not expected to remain the same throughout your project)**
 |
|  |
| 1. **Lead researcher**
 |
| **Name:** |  |
| **Department/School:** |  |
| **Email:** |  |
| **Affiliation:**  | [ ] **NMIT staff** [ ] **NMIT contractor** [ ] **NMIT student** [ ] **Other** (please specify) |
| **For students: Course code: Supervisor name:****Supervisor email:** |  |
| 1. **[Research team](#A3" \o "Please enter name, department school and email address for each researcher on the project team. If team members are students, please indicate this. )**
 |
| **Team member (if any) Name/Organisation/Dept/Email:** |  |
| 1. **[Self-identified Ethics Category](#A5" \o "Please see NMIT Code of ethical conduct for research, for details)**
 |
| [ ]  **Category A (high risk)** [ ]  **Category B (low risk)** [ ]  **Exempt** |
| 1. **Expected start and end date of the research project**
 |
| **Start date:**  |  |
| **Finish date:**  |  |

|  |
| --- |
| 1. **Is your research of interest / potential impact to Māori?**
 |
| [ ]  **Yes** [ ]  **No**  | *(If your research involves a Te Ao Māori or Te Tiriti o Waitangi dimension, or is in any other way of potential interest or impact to Māori [as a collective], please submit a Research consultation with Māori form first, prior to proceeding with the Human Ethics application. When completed, more details on this process are to be provided in section D1, and the outcome from this process can be appended to this application.)* |
| 1. **Does your research involve the use of animal (tissues) AND human participants?**
 |
| [ ] **Yes** [ ] **No**  | *(If yes, please submit application to the Animal & Ethics committee first, and append approval from this committee, prior to proceeding with the Human Ethics application)*  |
| 1. **Relevant information from past ethics applications**
 |
| [ ] **Yes** [ ] **No**  | (Please indicate and append relevant information from past application/s or interactions with the NMIT R&EC. The NMIT Ethics Committee treats all application/s independently. *Have you received prior ethical approval for this research project, but need to amend it significantly,* please provide more detail here, e.g. which ethics committee, what alterations have been made etc)  |
| 1. **Does this application relate to research within a teaching course?**
 |
| [ ] **Yes** [ ] **No**  | *(If yes,* please provide more detail here, e.g. which course, how many students, will the same application be applicable across multiple years?) |

|  |
| --- |
| **SECTION B. RESEARCH OVERVIEW**  |
| 1. [**Backg****round**](#B1)
 |
|  |
| 1. **[Aim(s) / Research Question(s)](#B2" \o "Describe the aim(s) and research question(s) of the project. Whose concerns, interests and methods of approach determine/define the outcomes? (< 200 words))**
 |
|  |
| 1. **[Methodology](#B3" \o "Briefly describe the methods you will use in this study)**
 |
|  |
| 1. **[Benefits of the research](#B4" \o "Please detail what are the benefits of this research, and who will be benefitting from the outcomes of this research?)**
 |
|  |

|  |
| --- |
| **SECTION C.** [**PARTICIPANTS**](#C) |
| 1. **Who are the participants, how will they be recruited and contacted?**
 |
|  |
| 1. **Are any of your participants Māori, will this be identifiable and is it relevant to your study?**
 |
|  |
| 1. **What will participants be asked to do and/or what information will they be required to provide, and how often?**

**Please attach a copy of the *questionnaire / survey / interview schedule* to this application, if these tools are used in the project** |
|  |
| 1. **What information about the research will be given to the participants, and how will it be provided to them? Attach a copy of the *Participant Information Sheet and Informed consent form* to this application.**
 |
|  |
| 1. **How will you seek informed consent from the participants? Attach a copy of the *Participant Information Sheet and Informed consent form* to this application**
 |
|  |
| 1. **How will you** [**disseminate**](#C6)**your research findings to participants?**
 |
|  |
| 1. **Who will interact with the participants?**

Briefly list the experience of anyone who will interact with the participants. For staff: if any part of the research will be performed by a student, assistant or inexperienced researcher, detail here how you will ensure they are appropriately supervised.  |
|  |

|  |
| --- |
| **SECTION D. WHAT ARE (POTENTIAL) ETHICAL ISSUES AND HOW WILL YOU ADDRESS THESE?** |
| 1. **Cultural and social sensitivity (including research consultation with Māori?)** Researchers must ensure that their actions are appropriately sensitive to participants' cultural and social frameworks.
* If there are any considerations relating to Māori cultural and ethical values, you will first need to pursue research consultation with Māori. If relevant, provide details about the outcomes of this consultation (with the Pourangahau Māori, and whānau, hapū or iwi concerned) by consultation with the whānau, hapū or iwi concerned.
* Detail any considerations relating to other cultures' ethical values, including relevant cultural and social frameworks, and consultation with wider local and national communities. Has there been a consultation process with the community concerned?
 |
|  |
| 1. **Confidentiality and privacy**

How will confidentiality of information and/or privacy of individuals be preserved? E.g. How will (potentially) identifying data be treated and/or de-linked? If participants will be provided the opportunity to review transcripts, how will this be managed? Provide details on data storage and security (who will have access), destruction of identifying data (if any), and disposal of data. |
|  |
| 1. **Potential harm**

Outline any potential harm to participants (including harm to whānau (family and community), hinengaro (emotional well-being and state of mind), wairua (spirit), and tinana (the body or physical self), researchers, third party organisations, or NMIT and provide details on how this will be mitigated and/or managed. |
|  |
| 1. **Deception**

Does the research involve deception, concealment, covert observations of the participants? If so, describe why this is needed, how this will be managed and how participants will be debriefed. |
|  |
| 1. **Vulnerable participants**

Will your research involve children or other vulnerable participants (i.e. those who for any reason are unable to take care of themselves, or unable to protect themselves from harm or exploitation)? Provide details on how informed consent will be obtained, including proxy consent (for further information please refer to NMIT’s Code of Ethical Conduct for Research) |
|  |
| 1. **Conflict of interest**

Detail any potential conflicts of interest or roles (e.g. students as participants in tutor’s research), and what actions if any, are to be undertaken to minimise, avoid or resolve the conflict. |
|  |
| 1. **Other Ethical issues**

Describe any other ethical or legal considerations / issues that may be relevant to this research, and how you will mitigate or manage these. Please refer to the [NMIT Code of ethical conduct for research](https://support.nmit.ac.nz/downloads/files/105) |
|  |

|  |
| --- |
| **This application has been** [**peer reviewed by**](#A4) |
| **Role:** | [ ]  **Research mentor** [ ]  **Peer** [ ]  **Other** (please specify)[ ]  **Supervisor** (for students) |
| **Name:** |  |
| **Department/School:** |  |
| **Email:** |  |

|  |
| --- |
| **NMIT ETHICS APPLICATION CHECKLIST**STUDENTS: Please submit your application as per your course instructions. STAFF: Please submit your application by emailing this Ethics application form and associated documents to researchadmin@nmit.ac.nz IMPORTANT: Incomplete applications cannot be evaluated, so, before you submit, please double check that you have attached all relevant information and completed the following:  |
| Is a copy of any questionnaires / surveys / interview schedule attached? | [ ]  Yes [ ]  No [ ]  NA |
| Is a copy of the participant information sheet attached? | [ ]  Yes [ ]  No [ ]  NA |
| Is a copy of the consent form attached? | [ ]  Yes [ ]  No [ ]  NA |
| If the research is relevant or of potential impact to Māori, is a copy of the outcome of the Research consultation with Māori process attached?  | [ ]  Yes [ ]  No [ ]  NA |
| If the research also includes the use of animals or animal tissues, is a copy of the approval from the NMIT Animal Ethics Committee attached?  | [ ]  Yes [ ]  No [ ]  NA |
| If previously submitted to/approved by NMIT or other ethics committee, and content has changed, is the result of the previous application to that ethics committee attached?  | [ ]  Yes [ ]  No [ ]  NA |
| Has the application been checked for completeness, clarity and accuracy? | [ ]  Yes [ ]  No |
| Has the application been peer reviewed? | [ ]  Yes [ ]  No |

|  |
| --- |
| **RESEARCH OFFICE USE ONLY**  |
| **Date of receipt**  |  |
| **Application number**  |  |
| **Notes**  |  |