Please submit in hard copy a signed original (plus one copy for higher risk applications) to: Research Office, Room 128, Faculty Science & Engineering Building (DB17), James Cook University, Townsville, Qld, 4811. Please also email a pdf of this application (application form and all attachments in one pdf document) to ethics@jcu.edu.au.

HUMAN ETHICS NUMBER *(Office Use ONLY)* **H**

1	**TITLE OF PROJECT**		A short descriptive title for your project is required, in lay rather than scientific language.
2	**CATEGORY OF RESEARCH**		**You MUST evaluate the potential for harm, discomfort or inconvenience to the participants of your project from the examples below.** **Please indicate (X) the risk category**
		1	*Negligible risk: Research in which there is no foreseeable risk of harm or discomfort and any foreseeable risk is no more than inconvenience (Low/Negligible Risk* ***c****hecklist required with application).* Examples of studies: *Non-intrusive questionnaires; non-aversive stimulus manipulation and/or response measures; development, learning, teaching processes; dietary controls.*
		2	*Low risk: Research in which the only foreseeable risk is one of discomfort. Discomforts include, for example, minor side-effects of medication, the discomfort of measuring blood pressure or the anxiety induced by an interview (Low/Negligible Risk* ***c****hecklist required with application).* Examples of studies: *Clinical examinations; Manifest Anxiety Scale.*
		3	*Research with the potential to cause mild psychological distress or physical stress. Minor deviation from frank disclosure of the true nature of the research may be involved.* Examples of studies: *Insignificant deprivations, manipulations or stimuli; clinical treatments; blood sampling.*
		4	*Research with the potential to cause genuine but not severe psychological distress or physical pain with no long term effects. Deception may be involved regarding the true nature of the research.* Examples of studies: *Exposure to toy spiders in phobia treatment; hypnosis.*
		5	*Research with the potential to cause psychological distress or physical pain. Substantial deception may be involved.* Examples of studies: *Aversive behavioural conditioning; exposure to real snakes or spiders in phobia treatment; surgery.*
		6	*Research involving vulnerable participants; at risk populations; or research that may pose serious ethical considerations.* Examples of studies: *Projects with at risk populations such as disturbed children or adults, prisoners, or the terminally ill.*

3	**PERIOD DURING WHICH ACTIVITIES REQUIRING ETHICS APPROVAL WILL OCCUR (3 year maximum)**			
	COMMENCEMENT DATE	**dd/mm/yyyy**	FINISH DATE	**dd/mm/yyyy**

4	**PRINCIPAL INVESTIGATOR'S DETAILS**			
	Last Name	ESN[1]	ORGU	Discipline/College or Institution (Country)
	Toh	**S (if student) E (if Employee) N (if External)**	2125	Psychology / James Cook University (Singapore)

[1] Indicate if the Researcher is currently an **E**mployee or a **S**tudent of JCU, or a researcher who is **N**ot affiliated with JCU. If the PROJECT involves international cooperation, please specify the country.

	First Name and Title			
	Peter Mr.			
	Email	Phone		Fax
	JCU email	Private number if you are a student Work number if you are staff		Work number if applicable
	REASON FOR RESEARCH	No	Yes	If Yes, which degree (i.e. PhD, MSc)
	Does this research contribute towards a formal qualification?		X	e.g., Bachelor of Psychological Science (Honours)
	Qualifications	Your current qualifications (e.g., Diploma in…)		
4a	**DETAILS of CO-INVESTIGATOR 1** (if applicable)			
	Last Name, First name and Title	ESN [1]	ORGU	Discipline/ College or Institution (Country)
	Lim, Seok Hui Ms.	**S**	2125	Psychology / James Cook University (Singapore)
	Email	Phone		Fax
	JCU email	Private number if you are a student Work number if you are staff		Work number if applicable
	REASON FOR RESEARCH	No	Yes	If Yes, which degree (i.e. PhD, MSc)
	Does this research contribute towards a formal qualification?		X	e.g., Bachelor of Psychological Science (Honours)
	Qualifications	Your current qualifications (e.g., Diploma in…)		

4b	**DETAILS of CO-INVESTIGATOR 2** (if applicable)			
	Last Name, First name and Title	ESN [1]	ORGU	Discipline/College or Institution (Country)
	Email	Phone		Fax
	REASON FOR RESEARCH	No	Yes	If Yes, which degree (i.e. PhD, MSc)
	Does this research contribute towards a formal qualification?			
	Qualifications			

If there are more than two co-investigators involved in this PROJECT, please copy the previous page and attach the details of these co-investigators at the end of this application (Part 1).

5	**SUPERVISOR DETAILS** (if applicable).There must be at least one JCU Supervisor.			
	Last Name, First name and Title	ESN [1]	ORGU	Discipline/College or Institution (Country)
	Cheung, Helen Dr.	E	2125	Psychology / James Cook University (Singapore)
	Email	Phone		Fax
	JCU email	Office number		Office number
	Qualifications	e.g., Ph.D.		
5a	**DETAILS of SUPERVISOR 2** (if applicable)			
	Last Name, First name and Title	ESN [1]	ORGU	Discipline/College or Institution (Country)
	Email	Phone		Fax

	Qualifications		

If there are more than two supervisors involved in this PROJECT, please copy this page and attach the details of these supervisors at the end of this application (Part 1).

6	**FUNDING SOURCE Please explain the source of monetary or in kind support for your project. The National Statement states that research that has merit is 'conducted using facilities and resources appropriate for the research'. It is expected that adequate resources will be available for this research project. Resources include finances, equipment/ facilities and in-kind support** **YOU MUST PROVIDE ANY PENDING GRANT APPLICATIONS THAT ARE RELATED TO THE ETHICS APPLICATION**			
6.1	**Project Title**	Title of project		
	Funding Body			
	Funding Scheme	**4th year Research Fund** **or** **Postgraduate Research Fund**	**Value**	**$100 (honours)** **$250 (group)** **$500 (postgraduate)**
6.2	**SOURCE OF IN KIND SUPPORT Please explain the source of in kind support for your project. (MUST BE COMPLETED IF NO MONETARY FUNDING IS LISTED ABOVE).**			
	This would involve things like access to printers for printing of surveys, access to software for data analysis, etc.			

7	**Has this project been submitted to any other ethics committee? If YES, please attach a copy of the approval notice.**	No	Yes	If Yes, which Ethics Committee?
8	**Is this project a clinical trial?**	No	Yes	If YES – Do NOT proceed with this form – please contact the Human Ethics & Grants Administrator for advice.

	PRIVACY INFORMATION			
9.1	**Does this project involve gaining access to medical information from a COMMONWEALTH AGENCY?**	No	Yes	If YES, which Commonwealth Agency? If NO, go to 9.4
9.2	**Does this information require the disclosure of personal information, i.e. identifiable information?**	No	Yes	If NO, what type of information will you be accessing?
9.3	**If you answered YES to 9.2 - Will you obtain informed consent from the individuals to whom the information is related?**	No	Yes	If NO, please explain why not?
9.4	**Does this project involve the collection, use or disclosure of health information from a PRIVATE SECTOR organisation?**	No	Yes	If YES, which Private Sector Organisation?

	Is the data from the private sector organisation going to be used for research which is related to:	No	Yes
	• **research relevant to public health or safety**		
	• **the compilation or analysis of statistics relevant to public health or safety**		
	• **management, funding or monitoring of a health service**		
	• **Will you obtain informed consent from the individuals to whom the health information is related?**		
	If, NO, please explain why not? Impracticable? De-identified data?		

10	**BACKGROUND AND SIGNIFICANCE OF THE PROJECT**

	Please supply below a brief description of your project in LAY language. Please explain the purpose of the project and the broad context of the project, i.e. Why should this project be done? Why is it needed? Please explain the potential benefits to the participants and to the general community. (You must provide references for your project outline. These can be attached as an appendix if required) NO MORE THAN HALF A PAGE IN LENGTH
	Background of the Project **Purpose of this Study** **Significance** **DO NOT INCLUDE THE REFERENCE LIST IN HERE. References to be provided as an attachment at the end of the application and before the Appendices.**

11	**AIMS OF THE PROJECT: Please clearly state the aims of this project and the expected research outcomes? NO MORE THAN HALF A PAGE**
	Aim of the Project **Expected Research Outcomes** **You can also state your hypotheses here after the aims and expected outcome.**
12 **12.1**	**ROLE AND EXPERTISE OF INVESTIGATORS IN THIS PROJECT (All sections MUST be completed for each investigator and supervisor on the project.)** Please include details of the **ROLE** of the Principal Investigator, Co-Investigators, Supervisors, students and other collaborators as it pertains to this project. What will each individual do in this project? Please also explain the involvement of cultural brokers, mentors and reference or community groups in the project.

	Indicate all your duties and roles as well as your supervisors' roles
12.2	Please provide details of the **EXPERTISE** of the Principal Investigator, Co-Investigators, Supervisors, students and other collaborators as it pertains to this project **(No general CVs and no publication lists).**
	For student's expertise, provide skills and experience that will help with conducting the study. For example, types of study undertaken (PY2103, PY2107, Ethics, and other relevant subjects to your study topic) and any working experience. **If you are examining topics related to clinical areas, provide supervisor's work experience in those areas (e.g., as a clinical psychologist, type of research publications, etc).**

13	**PARTICIPANT DETAILS**								
13.1	**How many participants are expected to be involved in the project?**	M	#	F	#	Total	#	Under 18 Years	#
	Of these participants, are any students of JCU?	M	#	F	#	Total	#		
13.2	**Are any of the participants involved in the project expected to be members of an Aboriginal & Torres Strait Islander community?**	M	#	F	#	Total	#	Under 18 Years	#
	If YES, to Q.13.2 – you should seek advice from the Human Research Ethics Guidelines – you may need to submit an Aboriginal and Torres Strait Islander Ethics Application.								

13.3	**Does this project involve patients (whether in hospital or in the community) of a health service district? IF YES you may need to follow the External HREC Approval procedures. See link above for further information.**	No	Yes	If YES, please provide details of the health service district ethics committee that granted the ethics approval
13.4	**Does this project involve children?**	No	Yes	Have you obtained a "suitability card" from the Qld Commission for Children & Young People? What is its number and expiry date? Attach a copy.

14	**PLEASE DESCRIBE THE TARGET GROUPS INVOLVED IN YOUR PROJECT e.g. farmers in a particular region, Grade 12 female music students, JCU first year students in a certain subject, etc. PLEASE ALSO DETAIL ANY EXCLUSION CRITERIA FOR PARTICIPANTS** (If more than 3 groups, please insert another row.)	
	Groups:	
	1	**Example:** **Students from JCU Singapore campus**
	2	**Example:** **Students from Government Secondary schools in Singapore**
	3	**Example:** **Participants should be between the ages of 13 and 21 years old; have normal to corrected vision; no impairment to upper limbs and have basic computer skills.** **Participants with psychiatric or psychological disorders will be excluded from this study.**

	PLEASE LIST THE SITES WHERE THE PROJECT WILL BE CONDUCTED OR SITES WHERE PARTICIPANTS WILL BE RECRUITED			
	Example: **Participants will be recruited from JCU Singapore campus and government Secondary schools in Singapore. The study will be conducted in the research lab in JCU Singapore.** **If you are using an online survey method (e.g., qualtrics), give online hosting site address in here and attach a screenshot of it as an appendix (and indicate in which appendix it can be found so the reviewers can see what the participants will see).**			
	If your project involves any organisations, please list the names of the organisations below:			
	Name of Organisation	**Letter Approval/Support ATTACHED**	**No**	**Yes**

		Indicate in which appendix the letter/s can be found. Letters of approval/support from any organisation involved in the study should be attached to the application. "Involvement" can mean organisations allowing access to data, premises and staff, schools, sporting, welfare or cultural organisations.		
	If letters of support are still to be obtained, please confirm below:		**No**	**Yes**
	I confirm that when I receive letters of support for my project these will be immediately forwarded to the Research Office.			

15	**Please provide a DETAILED METHODOLOGY for the project. Explain clearly and concisely how the project will be carried out. At a minimum you need to describe the design of the study, the specific methods used, the outcome variables of interest, estimate the time required for each protocol to be completed (for example, how long will it take to complete a survey or interview), the data analysis methods used and how results of analyses will relate to the hypotheses of interest. If the study has multiple phases or continues over a considerable time period you may wish to attach a timeline as an appendix. NO MORE THAN ONE PAGE.**		
	Design (if needed) State research design (e.g., The study employs a questionnaire survey design/ a quasi-experimental design, IV, DV, etc.) **Participants and Sample Size** Proposed sample size (G power if required) **Measures** Provide brief information about measures and tasks used, including name and year of instrument and purpose, and psychometric properties, if applicable. Attach the questionnaires, instructions, or task examples as appendices. Each Appendix must be listed in order (e.g., Appendix A, B, C…). **Procedure** Describe step by step the assessment of participants (if applicable), who did the assessment and how was it conducted. If groups were formed, how were they determined? Describe step by step the administration of questionnaires and/or tasks to participants, who is involved in the administration, venue of testing, individual or group testing or online and at own time (what will the participant see online, list sequence of presentation: information sheet, consent, then questionnaire, last debriefing), order of administration (and justification), time interval, any debriefing after completion. *If study is online, the debriefing letter should appear on the last screen. Ensure you provide the debriefing letter as an attachment for ethics to review. *If confederates are involved, who are they (e.g., JCU students, friends of investigator), what are their role in the study? **Proposed data analysis** Types of analysis used. You may need to add any other information that is specific to your study!		
	Please indicate the data collection techniques to be used in the project:		
	Surveys or questionnaires	**Individually identifiable data** (collection of individual's name, image DOB or address)	
		Re-identifiable data (identifiers removed and replaced by a code – possible to re-identify by linking of code/data sets Use this option if you could identify the participants	

		Non-identifiable data (never labelled with individual identifiers or data which identifiers have been permanently removed – no individual can be identified) Use this option if you collect anonymous data. Anonymous means that you cannot identify who completed a questionnaire, for example.	
	Interviews	**Audio taped**	
		Moving image	
		Photographed	
		Included tick boxes for audio/moving image/photograph recording and outlined the 'limits on use' consent on informed consent form	
	Focus Groups	**Audio taped**	
		Video Taped	
		Photographed	
		Included tick box for permission to record audio/moving images /photographs and limits/use on consent form.	
		Included statement that confidentiality cannot be guaranteed in focus groups on consent form	
	Other (Please specify)		
	If you are recording either a moving image or photographing your participants, please explain why this is necessary in relation to the research aims of the project. If you are recording images which identify individuals please explain how this action adds to your data collection and validation of findings.		

16	**RECRUITMENT PROCEDURES: HOW WILL YOU RECRUIT PARTICIPANTS TO THE PROJECT? Please include STEP BY STEP details of recruitment procedures for each group of participants. How will you select the participants? How will you INVITE them to participate in the project? How will you access the contact details of potential participants – public domain, database, other source? Please advise if you will provide an information sheet for each participant recruited to the study? PLEASE ATTACH THE INFORMATION SHEET/S TO THIS APPLICATION – YOU MUST USE THE JCU SAMPLE INFORMATION SHEET**
	Please note: • **Investigators cannot approach potential participants directly and invite them to sign up for a study** • **Investigators can only provide information sheets and allow time for participants to decide if they want to participate** • **For recruitment through snowball method, provide potential participants with investigator's jcu email contact in information sheet for them to contact you if they want to take part in the study** • **Investigator cannot give out personal mobile phone and personal email address to participants in the information sheet** • **If a study is conducted online, a link to the hosting site can be provided in the information sheet so interested participants can access the survey site without having to contact the investigator. In this way, data collected can remain anonymous. If the study is online, add the link in the information sheet and provide an example of what the participants see when they open the link (the materials or questionnaires). Attach all these in appendices and inform the reviewer in which appendix (e.g, Appendix A) each piece of information can be found.** • **If there is the potential for participants in the project to become distressed counselling information must be provided in the information sheet. The provision of counselling details to participants is dependent upon the category and nature of the research conducted (i.e., with Category 1 and 2 research no counselling information would expected to be provided). If the project is a higher category, please outline exactly when and how counselling details will be provided to participants if they become distressed.** • **Indicate in which appendix the information sheet can be found (remember that appendices listed in this application must be listed alphabetically).** • **You must use the JCU Sample Information Sheet as a template for the information sheet for the study.**

17	**INFORMED CONSENT** **Please explain STEP BY STEP how you will obtain informed consent from participants. How will the participants give their consent? If you do not intend to obtain a RECORD of identifiable informed consent, please explain why you believe this is appropriate?** **IF APPLICABLE, PLEASE ATTACH THE INFORMED CONSENT FORM TO THIS APPLICATION – YOU MUST USE THE JCU HUMAN ETHICS PRO-FORMA CONSENT FORM**

- **For study conducted online, implied consent can be obtained instead of written consent. In other words, if the study is online, you can inform the participants that if they agree to proceed to complete the questionnaire/s online, this means that they are giving implied consent. Hence, there is no need to get them to sign a consent form (i.e., no written consent needed). A page with this information can be put up online for participants to view before they proceed to complete the questionnaire. You can do a screenshot of this information and attach it in an appendix so the reviewer can see what the participants will see.**
- **Consent should be taken only when information sheet has been given to participants to read and understand.**
- **Indicate in which appendix the informed consent can be found (remember that appendices listed in this application must be listed alphabetically).**
- **You must use the JCU Sample Consent Form as a template for the information sheet for the study.**
- **If verbal informed consent is more appropriate, please include a draft of what will be said to participants. For example:**
  "Good morning, my name is ….., and I am a researcher from James Cook University. I am studying visitor reactions to the new fun park, and was wondering whether you could spare five minutes to answer a few questions. I don't need your name or personal details, so your responses will be completely confidential. If you want to find out any more about this study, or the results of my research, please call the number on this card".

Please indicate:	No	Yes
Does your project have the potential for participants to become distressed? (Category 1 and 2 research should not have the potential to cause participant distress.)		
If YES, are counselling services available to participants?		
If YES, are the details of these counselling services included in the information sheet for participants?		
If NO, have you attached the Low/Negligible Risk Checklist to the front of your application?		

18	**Will the data be collected OUTSIDE Australia?** **(JCU Singapore applications do not need to complete this question unless research will be conducted outside of Singapore. Singapore ethics applications should list the Singapore sites at Question 13)** **In what country will the data be collected?**		
	Country:		
	Have you received government approval to conduct research in this country?	No	Yes
	If NO, please explain why.		
	What ethics approvals are required to conduct research in this country? Please attach any approval already granted for the study. Please provide details of any ethics applications in process and/or reasons why an ethics application has not been submitted to a HREC in the country.		
	PLEASE ATTACH EVIDENCE OF GOVERNMENT APPROVAL OR EVIDENCE THAT APPROVAL IS NOT REQUIRED TO THIS APPLICATION		

19	**DATA RETENTION AND STORAGE. Please ensure you complete all boxes using a (√) to indicate your adherence to these guidelines as applicable to this project or N/A if not applicable. Do not leave any blank boxes.**	
	Raw data (e.g. signed informed consent forms, completed surveys) must be stored in accordance to the *Joint NHMRC/AVCC Statement and Guidelines on Research Practice.* Please indicate (√) your adherence to these guidelines as applicable to this project or N/A if not applicable.	**(√) Or N/A**
	Raw data for this study will be retained for at least 5 years. Any data that is stored on computer/CD/DVD will be de-identified.	
	Signed Informed Consent Forms from this study will be retained for 15 years.	
	Records/copies of suitability cards for interviewing juveniles must be retained for 15 years	
	Raw data from clinical studies (including epidemiological studies) will be retained for 15 years.	
	Upon completion of the study/project raw data will be stored in the Principal Investigator's School at James Cook University, in a locked box or cupboard.	

20	**Dissemination of findings**
	Please include information pertaining to how findings will be disseminated and to what audience. Consider not only scholarly audiences but also broader audiences. How can participants (organisations and individuals) access information regarding the outcomes of the research in which they participated. If you do not believe that such outcomes are of interest to broader audiences or participants, please give details of your reasoning. (No more than half a page)
21	**COMMENTS**
	Please include any additional information that may be of use or interest to the Committee, i.e. alignment with JCU, government, or other strategies, funding body, collaborating organisations, relation to other ethics applications, etc.

22 DECLARATION OF PRINCIPAL INVESTIGATOR – MUST BE SIGNED BY THE PRINCIPAL INVESTIGATOR

- I declare that all investigators of this research PROJECT are qualified and authorised to perform procedures described in this document;
- I certify that the assistants involved in this PROJECT have been fully briefed on procedures and relevant ethical considerations;
- I am aware of the responsibilities set out in the relevant legislation;
- I undertake to inform the Human Research Ethics Committee (HREC) of any changes to the proposed procedures or details given in this form subsequent to its submission (including change of contact details);
- I agree to assist the Committee to monitor the conduct of research by completing and promptly returning an annual report and provide a final report upon completion of the PROJECT as appropriate;
- This PROJECT complies with the National Health and Medical Research Council "National Statement on Ethical Conduct in Human Research, 2007".
- The purpose of this PROJECT cannot be achieved by alternatives to the use of human participants.

Do not forget to sign (if you use a pdf digital signature, you can occupy this and the box on the right because the pdf signature includes name, signature, and date) Signature *(Principal Investigator)*	Date

23. DECLARATION by SUPERVISOR(S) - SUPERVISOR/S MUST SIGN IF THE PRINCIPAL INVESTIGATOR IS A JCU STUDENT (AT LEAST ONE SUPERVISOR MUST BE A JCU SUPERVISOR)

(Supervisor(s) must sign this declaration)

I/We:

- Declare that I/we am/are qualified and authorised to supervise procedures described in this document;
- Certify that the investigators and assistants involved in this PROJECT have been fully briefed on procedures and relevant ethical considerations;
- Am aware of the responsibilities set out in the relevant legislation (see the Human Ethics Guidelines);
- Suitable facilities including contingent facilities are available for this PROJECT;
- Adequate instructions have been given for participant welfare and post-PROJECT care and monitoring;
- The staff members involved are appropriately qualified and competent for the task described.

Supervisors should use pdf digital signature or sign a hardcopy manually. Note that "cut and paste" signatures are not allowed. If you use a pdf digital signature, you can occupy this and the box on the right because the pdf signature includes name, signature, and date. Signature *(Supervisor)*	Date	Signature *(Supervisor 2)*	Date

24. AUTHORISATION by DEAN OF COLLEGE/DELEGATE – THE PRINCIPAL INVESTIGATOR MUST OBTAIN THE SIGNTURE OF THE DEAN/DELEGATE BEFORE SUBMITTING THE APPLICATION TO THE JCU HREC.

I certify that:

- Suitable facilities including contingent facilities are available for this PROJECT;
- Adequate instructions have been given for participant welfare and post-PROJECT care and monitoring;
- The staff members involved are appropriately qualified and competent for the task described.

Signature	Date

25. HUMAN ETHICS ADVISOR'S RECOMMENDATIONS – This section must be completed and signed off before the application is submitted to the JCU HREC.

Please indicate your recommendation:		
	Yes	**No**
This application should be **approved:**		
This application should be **approved with the following comments, provisions and/or reservations:**		
This application should **not be approved** for the reasons listed below:		

Human Ethics Advisor	Signature	Date

Please submit this application form via e-mail to the academic office academicoffice-singapore@jcu.edu.au to the attention of Ms Neesha Shinde. Do not send over to Research Office at Townsville!