## CMHDARN RESEARCH ETHICS CONSULTATION COMMITTEE

## REquest for ethical consultation

**CMHDARN Request for Ethical Research Consultation**

***Please read*** [***‘CMHDARN RECC – Information for Applicants’***](http://www.mhcc.org.au/wp-content/uploads/2019/08/CMHDARN-RECC-Information-for-Applicants.pdf) ***before completing this form***

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| **Request for Ethical Consultation Application Checklist****Please ensure each of the following are included when submitting the *‘Request for Ethical Consultation’*. Omission of any information below will delay the processing of your application.**[ ]  ‘Request for Ethical Consultation’ form is completed with **all** the questions clearly answered (Please avoid using the terms, ‘refer to attachment’ or ‘other document’ in your answers)[ ]  Letter of ethics approval from other institutions (if applicable)  [ ]  If CMHDARN RECC is the sole ethical consultation to be undertaken has your project complied with the [*National Statement of Ethical Conduct on Human Research*](https://www.nhmrc.gov.au/guidelines-publications/e72) **(2018)****AND** *CMHDARN Best Practice Guidelines*?[ ]  Copy of participant information sheet [ ]  Copy of participant consent form [ ]  Copy of all questionnaires / surveys / interview questions to be used [ ]  Copy of all recruitment documents (posters / ads / notices) [ ]  Copy of protocol (if applicable) **Please ensure your ‘Request for Ethical Consultation’ is submitted in both word and pdf formats.** |

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| **Are you a CMHDARN member?** | [ ]  Yes  | [ ]  No |
| If no, would you like to join? | [ ]  Yes  | [ ]  No  |

**Project Details**

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| **Project title:** |  |
| **Project timeframe:** | Project to commence: |  |
| Project to be completed: |  |
| Total timeframe: |  |

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| **Project Contact Person**  |
| Name: |  | Organisation: |  |
| Email: |  | Address: |
| Phone: |  |

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| **Principal Researcher** |
| Name: |  |
| Organisation: |  |
| Position: |  |
| Highest Academic Qualification: |  |
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| **Co-Researcher (1)** |  |
| Name: |  |
| Organisation: |  |
| Position: |  |
| **Co-Researcher (2)** |  |
| Name: |  |
| Organisation: |  |
| Position: |  |
| **Co-Researcher (3)** |  |
| Name: |  |
| Organisation: |  |
| Position: |  |

**Provide a summary of the project in lay language**

*Please include expected participant characteristics / the sector (mental health, AOD or both), whether the research will be conducted on primary or secondary data sets*

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**Provide a description of what it would be like if the research was run**

*Please include details such as: how and where will recruitment take place? How many hours of involvement will there be for a participant? What will involvement look like – an interview / filling out one survey / filling out multiple surveys? Who will be conducting the research with the participants? What may be some of the impacts for the participant in undertaking the research? What support will be offered for participants?*

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**Identify and articulate any research partners and funding relationships**

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**Is this research being conducted as part of the completion requirements of a degree?**

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| [ ]  Yes | [ ]  No  |
| Degree: |  |

**Why are you requesting ethical consultation from the RECC?**

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| [ ]  To gain access to data in the NADAbase (NADA members only) |
| [ ]  To gain access to data relating to clients / consumers who receive services from MHCC and NADA member organisations |
| [ ]  You’re seeking guidance for your application to a formal Human Research Ethics Committee |
| [ ]  You are an academic researcher who wishes to conduct research in and with the MH and AOD sectors |
| [ ]  You represent a service delivery organisation in the MH and AOD sectors who will be conducting an internal evaluation  |
| [ ]  You represent a service delivery organisation in the MH and AOD who wants to publish research / evaluation results  |
| [ ]  You want CMHDARN / NADA / MHCC to promote or partner in your research in the MH and AOD sectors including: |
|  | [ ]  Assistance with promotion |
|  | [ ]  Acting as a formal partner in research |
| [ ]  Other (please specify) |
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**Criteria for Support**

**Threshold Criteria –** Proposals which do not meet these criteria will not be supported

1. **Demonstrated consideration of and adherence to** [**NHMRC’s *National Statement on Ethical Conduct in Human Research***](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#block-views-block-file-attachments-content-block-1) ***(2018)***

*What are the ethical implications of this research? Think about the risks and benefits of undertaking the research.*

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1. **Evidence of** i**nformed consent process / privacy / confidentiality**

*Are participants provided with sufficient information about the study? Will consent be obtained? Are the participants legally able to give consent (i.e. over 18 years old)? Who will have access to the research data? How will confidentiality be assured?*

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1. **Evidence of due consideration for research that is to be conducted on data held in a central database (e.g. the NADAbase) where data can be extracted in a de-identified form and no direct consent will be sought or a consent waiver is being sought *(only answer if applicable)***

*Involvement in the research carries no more than low risk / the benefits from the research justify any risks of harm associated with not seeking consent / it is impracticable to obtain consent (for example, due to the quantity, age or accessibility of records) / there is no known or likely reason for thinking that participants would not have consented if they had been asked / there is sufficient protection of their privacy / there is an adequate plan to protect the confidentiality of data / in case the results have significance for the participants’ welfare there is, where practicable, a plan for making information arising from the research available to them.*

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1. **Evidence of considered risk assessment**

*What potential risks are there to participants / researchers of the study? What are the risks to the broader MH and AOD communities by undertaking this research? What are the risks to the target population by undertaking this research? What processes will be in place regarding participant care?*

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1. **Clearance / approval of Human Research Ethics Committee, or evidence of approval being sought (if applicable)**

*Has approval been sought / granted from another ethics committee?*

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**Essential Criteria**

1. **Demonstrated appropriate research methodology and procedures**

*Provide a detailed summary of the research methodology and procedures. Please include the number of participants who you expect to recruit and how you plan to recruit them.*

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1. **Degree of impact / relevance to community and research participants**

*How is this research relevant to the sectors being researched (i.e. mental health and alcohol and other drugs)? Outline the benefit to community of this study.*

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1. **Evidence of appropriate community consultation processes in the development of the research proposal**

*How have you / do you plan to consult with the community in the development of the study?*

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1. **Evidence of processes to contribute to knowledge**

*How do you plan to provide feedback of the results to CMHDARN, research subjects, MH and AOD organisations, consumers, carers and the broader affected community?*

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