***\*\*\*For Office Use Only\*\*\** v. 2025 HREC Reference:**

**Date Received: Reviewers:**

**Date Approved: Approved: (HREC Chair)**

This document is to be completed by any UC Staff member or UC Student seeking Human Research Ethics Committee (HREC) approval to conduct research involving human participants. Please complete this application after reading the *Human Ethics Policy* available at <https://www.canterbury.ac.nz/study/study-support-info/study-topics/human-ethics>

Student applications must be reviewed and signed off by the student’s supervisor.

**Please remember that your audience for this application form will include community members and scholars from outside your discipline. All documentation must therefore be written in everyday language.**

**1. He Whakamahuki | General Information -**

**1.1. Project Title:** Click or tap here to enter text.

**1.2. Primary Applicant Details** *(staff member or student, adjunct, etc.).*

Name: Click or tap here to enter text.

UC School/Department: Click or tap here to enter text.

UC email address: Click or tap here to enter text.

Student ID number (if applicable): Click or tap here to enter text.

**1.3. Additional research team members, or Supervisors (for student projects)**

University and School/Department: Click or tap here to enter text.

Name: Click or tap here to enter text. Email address: Click or tap here to enter text.

University and School/Department: Click or tap here to enter text.

Name: Click or tap here to enter text. Email address: Click or tap here to enter text.

University and School/Department: Click or tap here to enter text.

Name: Click or tap here to enter text. Email address: Click or tap here to enter text.

**1.4. Does this research involve a clinical trial?**

[ ]  No.

[ ] Yes. Please contact the Risk and Assurance Team (insurance@canterbury.ac.nz) and inform them about the clinical trial/study for insurance purposes.

**1.5. Is this application for a project that has already received research ethics approval from an external ethics committee (e.g., Health and Disability Ethics Committee or another university’s ethics committee) or organisation? PLEASE NOTE: HRC-funded applications require HDEC review.**

[ ]  No. Please complete this application.

[ ] Yes. Please provide details and forward copies of the approved application documentation and approval confirmation. Do not complete the rest of this application unless advised.

**1.6. What is the academic purpose of the research project?**

*Please select one option.*

[ ]  Staff research [ ] Doctoral research (e.g., PhD, EdD) [ ] Master’s research

[ ]  Honours research [ ] Other (please specify e.g., final year project) Click or tap here to enter text.

**2. Te Tirohanga Whānui | Project Aims and Overview -**

**2.1. Please provide a brief easy-to-read summary of the project (up to approx. 300 words e.g., background and purpose of the project and brief overview of the methodology).**

 Click or tap here to enter text.

**2.2. What are the research objectives (questions or hypotheses) of this project?**

 Click or tap here to enter text.

**2.3. Which research methodology/ies will be used to collect data?**

*Please select all that apply.*

[ ]  Survey/ Questionnaire [ ]  Interview [ ]  Kaupapa Māori

[ ] Experiment [ ] Observational [ ]  Focus group

[ ]  Other (please specify) Click or tap here to enter text.

**2.4. Does the research involve multiple kinds of data collection, or multiple phases (e.g., survey and focus groups, or multiple surveys, or a pilot study followed by a main study)?**

[x]  No.

[ ]  Yes. Please briefly describe each phase (i.e., description, purpose, research methods etc.) Click or tap here to enter text.

**3. Ngā Tūraru me ngā Matatika | Risks and Ethical Issues**

**3.1. Please indicate each of the following criteria that apply to this research (either for the participant or the researcher)**

 **YES NO**

[ ]  [ ]  Physical risks (e.g., Invasive physical procedures or potential for physical harm)

[ ]  [ ]  Psychological risks (e.g., tasks that might cause emotional stress)

[ ]  [ ]  Social risks (e.g., peer group involvement, participants are known to the researcher)

[ ]  [ ]  Employment/professional/service user risks (e.g., if an employer can identify who did/did

 not participate in a study)

[ ]  [ ]  Personal or sensitive issues (e.g., that people don’t typically discuss with unfamiliar people)

[ ]  [ ]  Cross-cultural issues (e.g., topics focussed on aspects of different cultures or countries)

[ ]  [ ]  Moral or religious issues (e.g., participant demographics and/ or topics involved)

[ ]  [ ]  Investigation of illegal behaviour(s)

[ ]  [ ]  Invasion of privacy

[ ]  [ ]  Collection or use of information that might be disadvantageous to participants

[ ]  [ ]  Use of information already collected for which agreement of use/confidentiality was

not agreed upon at the time data was collected

[ ]  [ ]  Conflict of interest (e.g., the researcher is also the lecturer, teacher, treatment provider,

colleague or employer of the research participants, or there is any other power relationship

between the researcher and the research participants

[ ]  [ ]  Participants who are unable to give informed consent (e.g., children under 16 years)

[ ]  [ ]  Audio or visual recording without participants’ consent

[ ]  [ ]  Withholding benefits from “control” groups

[ ]  [ ]  Inducement over a nominal amount to recompense costs, e.g. a $30 petrol voucher

**If “YES” was selected for any of the above, please describe the potential risk in detail, and explain how this will be mitigated. Please also explain each risk and the steps taken to mitigate these in the Participant Information Sheet.**

 **If “NO” was selected for all of the above, please provide an explanation below as to why the research is low-risk (i.e., no higher risk than a participant might expect to experience in everyday life).**

 Click or tap here to enter text.

**4. Ngā Kaiwhakauru | Research Participants**

**4.1. Who are the participants and why have they been chosen?**

 Click or tap here to enter text.

**4.2. What selection criteria and/ or exclusion criteria will be used (e.g., randomly, by age, gender, ethnic origin, other)?**

Click or tap here to enter text.

**4.3. How many participants will be recruited?**

Minimum number: Click or tap here to enter text. Maximum number: Click or tap here to enter text.

*Note: Please include statistical justification if appropriate. If the study involves multiple groups/ phases, please state numbers for each group/ phase.*

**4.4. Will the research involve children or youth aged 17 or younger?**

[ ]  No. (go to 4.5)

[ ]  Yes. Please provide details. Click or tap here to enter text.

 **4.4.1 Will researchers interact in-person with children or youth aged 17 or younger?**

[ ]  No. (go to 4.5)

[ ]  Yes. Please confirm that each researcher working with children or youth has a current relevant professional registration (e.g., NZ Teaching Council) or a current children’s worker safety check. Click or tap here to enter text.

**4.5. Will the research involve adults with diminished capacity to provide informed consent (e.g., people with cognitive impairment)?**

[ ]  No.

[ ]  Yes. Please provide details. Click or tap here to enter text.

**4.6. Please describe how potential participants will be identified.**

 Click or tap here to enter text.

*Note: The use of publicly available contact information is recommended. If privately held contact details (e.g., lists obtained from organisations) are to be used, participants must have consented to their contact details being used for this purpose. If a researcher was to receive private contact details of a third party, this could potentially breach the Privacy Act. Usually, if a snowball recruitment method is to be used, participants and/or others should be given an information sheet or advertisement that they can give to others, in the hope that those third parties will then contact the researcher. Further guidance on privacy can be found in the policies of the University* [*https://www.canterbury.ac.nz/about-uc/corporate-information/policies*](https://www.canterbury.ac.nz/about-uc/corporate-information/policies) *, and on the website of the Privacy Commissioner* [*https://www.privacy.org.nz/*](https://www.privacy.org.nz/)

**4.7. Please describe how potential participants will be recruited – i.e., by whom, when, and how will information be given to potential participants?**

 Click or tap here to enter text.

*Note: Please detail the specific processes used to provide project information and to obtain consent. It is important that these processes allow the participant the opportunity to say no or withdraw without stress, embarrassment or difficulty.*

*Note: It is generally expected that participants will receive project information, which they must be able to retain, before being asked to provide consent. Participants should be provided with sufficient time and space (free from any form of pressure) to decide whether or not they will participate. For example, provision of information to participants several days before any interview or focus group is recommended.*

**4.8. Will the recruitment process involve the use of emails, advertisements, phone calls or other forms of contact with potential participants?**

[ ] No.

 [ ]  Yes. Please include copies of emails, advertisements and/ or oral scripts with the application

*(including e-advertising, e.g., Facebook) and discuss any permissions that you have or might need to seek (e.g., from organisers of social media/blog/comments pages).* Click or tap here to enter text.

**4.9. Will each participant receive written project information?**

[ ]  Yes. Please attach a copy of each version of the Information Sheet as an appendix.

 Click or tap here to enter text.

[ ]  No. Please provide supporting rationale. Click or tap here to enter text.

*Note: It is expected that all participants receive written project information (exceptions could be participants who have difficulty reading or where there are cultural reasons). Separate Information Sheets should be provided for different participant groups, e.g., child and parent versions, teachers, organisation managers. See here for examples:* [*https://www.canterbury.ac.nz/study/study-support-info/study-topics/human-ethics*](https://www.canterbury.ac.nz/study/study-support-info/study-topics/human-ethics)

**4.10. Please describe the procedures to be followed if more people express interest in participating than can be accommodated, or the planned recruitment is not successful in recruiting the target number of participants.**

 Click or tap here to enter text.

**4.11. How much time will participation involve for an individual participant?**

 Click or tap here to enter text.

*Note: For research with multiple phases, please provide an anticipated time for each phase and an overall total time. If the project involves long interviews or observations, please consider offering breaks.*

**4.12. What are the anticipated benefits to participants?**

 Click or tap here to enter text.

**4.13. Will some form of inducement be used to support recruitment (e.g., vouchers, koha, food, contribution to course assessment, reimbursement of a direct cost)?**

[ ] No.

 [ ]  Yes. Please provide specific details on the type and amount of inducements, and the source of funding for the inducements. Click or tap here to enter text.

 *Note: inducements should acknowledge participants’ contribution to the research or provide reimbursement*

*of direct costs incurred (e.g., travel). Refer to information about vouchers and incentives on HREC webpages for a more detailed explanation.*

**4.14. Will information about participants be obtained from any source other than the participant?**

[ ] No. Go to section 5.

 [ ]  Yes. Please provide specific details about the source, procedures and why this information is needed. Click or tap here to enter text.

 *Note: For example, medical, educational, personnel or other confidential records. Please ensure the information sheet is very clear about any data gathered in this way and explain how you intend to gain permission to use the data.*

**5. Te Whakaae a ngā Kaiwhakauru | Consent by participants**

**5.1. Is each participant capable of providing informed consent to participate?**

[ ]  Yes.

[ ]  No. Please provide details. Click or tap here to enter text.

*Note: Children and young adults under the age of 16 years (or 18 years if still at school) require parental/caregiver consent. Adults who have impairments that limit their capacity to represent themselves also need caregiver/ legal guardian/ advocate consent. Such participants should be provided with a suitable information sheet and provide written or oral ‘assent’ as appropriate.*

**5.2. How will consent be obtained from each participant?**

[ ] A signed consent form. Please attach a copy as an appendix. Click or tap here to enter text.

[ ]  Online survey/questionnaire consent statement.

[ ]  Other. Please provide details.Click or tap here to enter text.

*Note: Where you do not intend to gain written consent, (i.e., where you will rely on oral consent etc.) please justify and explain how you will obtain consent (e.g., recording the oral consent is often appropriate).*

*Note: Projects that* ***only*** *involve an anonymous questionnaire may not necessarily require a separate consent form, provided that the questionnaire includes relevant study information, your name and contact number.*

**5.3. Will the research involve any of the following activities?**

[ ]  Audio or video recording.

[ ]  Publication of identifying information (e.g., names, organisations etc).

[ ]  Retention of data for future use by other researchers.

[ ]  Future use of participants’ contact information.

[ ]  Parental or caregiver consent for child participants/those unable to provide consent.

[ ]  None of the above.

**If applicable, please ensure participants are clearly informed about these aspects of the research and provide specific consent for each one.**

*Note: Even when decisions are taken by another (e.g., caregiver), it is good practice to seek the assent (agreement of someone who is unable to give full informed consent) of the person on a regular basis and watch out for verbal or nonverbal signs of distress or disengagement.*

*For future use of contact information, please provide the rationale and confirm that specific consent for this will be sought in the Consent Form.* Click or tap here to enter text.

**6. Te Hanga Ngātahi me te iwi Māori | Engagement and Co-design with Māori**

*This information informs the committee about aspects of the research that may have implications for Māori and the need for Māori engagement and co-design considerations.*

**Will the research involve -**

**YES NO**

[ ]  [ ] Significant Māori content

[ ]  [ ] Access to Māori sites

[ ]  [ ]  Sampling of native flora/fauna

[ ]  [ ]  Culturally sensitive material/knowledge

[ ]  [ ]  Targeted Māori involvement as participants or subjects

[ ]  [ ]  Research where Māori data are sought and analysed

[ ]  [ ]  Research that will impact on Māori

*Note: If the answer is ‘YES’ to any of the criteria above, please contact the Kaiārahi Rangahau Māori at Research & Innovation for staff-led research, or the Kaiārahi Rangahau Māori at Te Kura Tāura | Graduate School for research student-led research. These Kaiārahi Rangahau Māori will be able to help assess your research and connect you to the Ngāi Tahu Consultation and Engagement Group (NTCEG) if needed.*

*Please provide evidence that engagement has occurred OR, if it is underway, provide a copy of the outcome once it is available.*

Click or tap here to enter text.

**7. Ētahi atu Hunga | Other Organisations, Community groups or Interested Parties**

**7.1. Will the research require permission from, or consultation with, another organisation (e.g.,**

 **school, government agency, business, community group etc.) to recruit participants or access information?**

[ ]  No.

[ ]  Yes. Please provide details. Click or tap here to enter text.

*Note: For example, Parents, guardians, school principals, teachers, boards, responsible authorities including employers, etc. If the response is yes, please explain how this approval has been or will be obtained (and attach copies of relevant correspondence).*

*Note: Consultation with a community is recommended when the research involves participants from an identifiable group (e.g., geographically-bounded, like-minded individuals, specific hobbyists, specific professional group). A useful, though not exhaustive test of whether a community should be consulted, is whether that community has a leadership group that can be contacted. Once support or approval is obtained please forward this to HREC. The HREC understands that in many cases, consultation is informal, and does not produce official approval documents. In such cases, simply note with whom consultation has taken place, why it is those particular communities/individuals, and provide contact information.*

**7.2. Is the research funded by, or carried out on behalf of, another organisation?**

*Note: as above, HRC-funded research requires review by the Health and Disability Ethics Committees, and cannot be reviewed by the UC HREC.*

[ ]  No.

[ ]  Yes. Please provide details. Click or tap here to enter text.

**7.3. Is an Intellectual Property (IP) or Data Sharing agreement with an external organisation in**

**place for this research?**

[ ]  No.

[ ]  Yes. Please attach a copy of any such agreements. Click or tap here to enter text.

**7.4. Is it possible that an organisation (e.g., school, business, employer) will be named or be able to be identified in any publication or presentation resulting from the research?**

[ ]  No.

[ ]  Yes. Please explain if you intend to seek organisational approval for this, or why you have decided not to seek this approval. Click or tap here to enter text.

**7.5. Is there any conflict of interest (potential, perceived, or actual) for the researcher(s) and/or organisation(s) involved?**

[ ]  No.

[ ]  Yes. Please describe and note how this is to be managed. Click or tap here to enter text.

The UC Conflict of Interest Policy can be found here: <https://www.canterbury.ac.nz/about-uc/corporate-information/policies/conflict-of-interest-policy>

**8. Ētahi atu Hunga | Location of Research**

**8.1. Where will the research take place?**

Click or tap here to enter text.

*Note: Locations should provide sufficient privacy and comfort for participants. It is generally recommended that interviews are NOT conducted in private homes. The HREC appreciates that in some cases there may be good academic reasons for conducting research in private homes. If you believe this applies to your project, please provide concise justification of why research in private homes is necessary for your project, and detail how you anticipate and will seek to mitigate potential risks to both participants and researchers when undertaking research in private homes (e.g., by attaching a researcher safety or fieldwork plan).*

*Note: in the case of research involving children, young adults and participants who need particular care, an adult other than the researcher is required to be present.*

**8.2. Will any participants be located outside Aotearoa New Zealand?**

[ ]  No.

[ ]  Yes. Please provide details.Click or tap here to enter text.

**8.3. Will the researcher(s) be based outside Aotearoa New Zealand?**

[ ]  No.

 [ ]  Yes. Please provide details. Click or tap here to enter text.

*Note: Te Kura Tāura │ UC Graduate School must be informed of any student overseas travel for research purposes.*

**8.4. Will any research documents require translation into another language?**

[ ]  No.

[ ]  Yes. Please provide details (i.e., which documents, what languages, who will provide the translation). Copies of translated material should be provided with the application. Click or tap here to enter text.

**9. Ngā Tirohanga me ngā Rārangi Uiui | Surveys or Questionnaires, or use of Existing UC student data**

**9.1. Will a survey or questionnaire be used to collect data?**

[ ]  No. Go to Question 9.4.

[ ]  Yes. Please provide a copy of the survey or questionnaire as an appendix. Click or tap here to enter text.

**9.2. How will the survey or questionnaire be distributed and responses collected?**

[ ]  Online via Qualtrics.

[ ]  Other. Please describe procedures. Click or tap here to enter text.

*Note: The University has a Qualtrics licence in place for all staff and students. All online surveys of UC staff or students must use Qualtrics. If the research involves an online survey platform other than Qualtrics please provide the rationale* [*https://www.canterbury.ac.nz/about-uc/what-we-do/teaching/analytics-and-institutional-research/qualtrics-survey-support*](https://www.canterbury.ac.nz/about-uc/what-we-do/teaching/analytics-and-institutional-research/qualtrics-survey-support)

**9.3. Will the survey or questionnaire responses be anonymous, confidential, or neither?**

[ ]  Anonymous (i.e., no personal or identifying information is captured that can be linked with participant responses)

*Note: Qualtrics provides a facility that supports separate capture of participant contact details for the return of study findings and/ or an incentive prize draw to ensure participant anonymity. See* [*https://www.canterbury.ac.nz/about-uc/what-we-do/teaching/analytics-and-institutional-research/qualtrics-survey-support*](https://www.canterbury.ac.nz/about-uc/what-we-do/teaching/analytics-and-institutional-research/qualtrics-survey-support) *for support.*

[ ]  Confidential (i.e., personal or identifying information is captured and will be stored securely, not disclosed, reported or published).

*Note: Researchers must ensure that stored data is separated into identifying data (e.g., consent forms, coding forms), and disguised (e.g., coded data, identities obscured in transcripts). This can be done by assigning participants a code on the consent form, and using that code on any data, or transcripts, etc.*

[ ]  Neither anonymous nor confidential. Please provide rationale Click or tap here to enter text.

**9.4. If the research involves an online survey/questionnaire presented to UC students, or the use of UC student data, please confirm that the UC Evaluation & Survey Unit in Analytics & Institutional Research has been consulted and provided approval.** See <https://www.canterbury.ac.nz/about-uc/what-we-do/teaching/analytics-and-institutional-research/surveying-uc-students--procedures--policies--and-survey-calendar>

[ ]  Not applicable. Go to section 10.

[ ]  Analytics & Institutional Research (AIR) team has been consulted and provided approval *(please attach approval as an appendix*).

*Please note, any use of existing UC data for publication (including, but not limited to, student and staff information, academic outcomes, and other learning and teaching data) is managed by the Analytics & Institutional Research team. View the guidelines on publishing research and reporting using UC data* [*here*](https://ucliveac.sharepoint.com/sites/IntranetWHAcademicResources/SitePages/T%C4%81tari%20Raraunga%20-%20Analytics%20%26%20Institutional%20Research.aspx)*, which includes advice on the process for application.*

**10. Ngā Uiuinga | Interviews**

**10.1. Will interviews be used to collect data?**

[ ]  No. Go to section 11.

[ ]  Yes. Please describe the interview procedures (e.g., welcome/introduction/refreshments) and provide a list of the planned questions (for structured/semi-structured interviews) or discussion topics (for unstructured interviews). Click or tap here to enter text.

**10.2. Will interviews be recorded?**

[ ]  No.

[ ]  Yes. Please indicate the type (i.e., audio, video) and purpose of the recording. Click or tap here to enter text.

*Note: Recorded digital files should be uploaded to secure storage and deleted from portable recording devices as soon as practical. Participants must be fully informed about, and consent to, the use of recordings.*

**10.3. Will participants be offered a copy of the interview transcript to review/confirm?**

[ ]  No.

[ ]  Yes. Please describe the process and timeline (e.g., when and how will participants be provided with the transcript? How long will they have to review and advise of any amendments, etc.?) Click or tap here to enter text.

**10.4. Will a person outside the research team, or AI software, be used to transcribe interviews?**

[ ]  No.

[ ]  Yes. For a person outside the research team, please attach a copy of the confidentiality agreement as an appendix. For AI software, please clarify the AI software that will be used and the security provisions for participant data, and detail how participants will provide informed consent for the use of AI with their data.

 Click or tap here to enter text.

**11. Ngā Rōpū Arotahinga | Focus Groups, Hui, Wānanga, Talanoa**

**11.1. Will focus groups, Hui, Wānanga, or Talanoa be used to collect data?**

[ ]  No. Go to section 12.

[ ]  Yes. Please describe the process (e.g., the number of people in each group, welcome/introduction, refreshments) and provide a list of the planned questions/discussion topics.

Please include a copy of the confidentiality statements that all participants will sign OR explain how the confidentiality of participants will be protected. Click or tap here to enter text.

**11.2. Will the focus group, Hui, Wānanga or Talanoa be recorded?**

[ ]  No.

[ ]  Yes. Please indicate the type of recording to be used.

[ ]  Audio [ ]  Video [ ]  Field notes [ ]  Photos

*Note: Recorded digital files should be uploaded to secure storage and deleted from portable recording devices as soon as practical. Participants must be fully informed about, and consent to, the use of recordings.*

**11.3. Will a person outside of the research team, or AI software, be used to transcribe these discussions?**

[ ]  No.

[ ]  Yes. For a person outside the research team, please attach a copy of the confidentiality agreement as an appendix. For AI software, please clarify the AI software that will be used and the security provisions for participant data, and detail how participants will provide informed consent for the use of AI with their data.

 Click or tap here to enter text.

**11.4. Will participants be asked to review a transcript of the discussion?**

[ ]  No.

[ ]  Yes. Please describe the process and timeline (e.g., when and how will participants be provided with the transcript, how long will they have to review and advise of any amendments etc.). Please also describe how confidentiality/privacy issues will be addressed. Click or tap here to enter text.

*Note: Please note that issues of privacy and confidentiality arise when participants receive a transcript that includes statements or information attributable to other individuals in the group. Ensuring participants are fully informed about this at the point of providing consent is important.*

**12. Ngā Whakamātau, ngā Whakatātare | Experimental\* or observational studies** *\*Experimental studies include intervention research involving measurement of any individual or group changes in response to teaching or learning activities.*

**12.1. Will the research involve an experiment, or observation of participants?**

[ ]  No. Go to section 13.

[ ]  Yes. Please briefly describe the experiment or observations.Click or tap here to enter text.

**12.2. Will the experiment or observations involve audio, video or photographs of participants?**

[ ]  No. Go to Section 13.

[ ]  Yes. Please indicate:

[ ]  Audio
 [ ]  Video

[ ]  Photographs.

Please specify below how you will avoid capturing those who are not participants in your research. Click or tap here to enter text.

*Note: Recorded digital files should be uploaded to secure storage and deleted from portable recording devices as soon as practical. Participants must be fully informed about, and consent to, the use of recordings.*

**13. Te Nukarau | Deception**

**13.1. Will the research involve any deception (e.g., some study objectives are withheld from participants until after they have completed tasks)?**

[ ]  No. Go to section 14.

 [ ]  Yes. Please describe the deception, the rationale for the deception, and the debriefing process.

 Click or tap here to enter text.

[ ]  A copy of the debriefing sheet is attached (this should typically include reasons for the deception, further relevant study details and information advising participants that they can withdraw from the study once they are made aware of the deception). Click or tap here to enter text.

**14. Ngā Raraunga: te kohi, te pātengi, te whakamahi | Data collection, storage and use**

**14.1. Does the research involve the collection and storage of electronic data?**

[ ]  No.

[ ]  Yes. Please describe the secure storage procedures. Click or tap here to enter text.

*Note: Secure storage of data should, when possible, utilise UC computer servers, password-protected devices, and individually password-protected files for data containing identifiable and/or sensitive data. The HREC acknowledge that data is often stored on staff/student portable or home-based computers and external hard drives. These files should be backed up to UC server and password-protected on devices. The HREC also advises that where possible, audio recording of interviews or focus groups, or similar, are deleted as soon as a transcript has been finalised.*

**14.2. Does the research involve collection and storage of physical data (e.g., paper documents)?**

[ ]  No.

[ ]  Yes. Please describe the secure storage procedures. Click or tap here to enter text.

*Note: the HREC recommend that paper documents are either scanned to electronic copies and destroyed, or stored in lockable cabinets in lockable UC spaces (e.g., staff or student offices).*

**14.3. Are any comments or quotes from participants to be used in any publication or presentation?**

[ ]  No.

[ ]  Yes. Please ensure participants are clearly informed in the information sheet, and consent to this in their consent form.

**14.4. Are there plans to make these data available to researchers outside the research team?**

[ ]  No.

[ ]  Yes. Please provide details. Click or tap here to enter text.

*Note: the HREC recommend that confidentiality agreements are in place when sensitive or identifiable data is made available to external researchers. Please note that participants should be clearly advised on the Information sheet, and consent to this data sharing in the consent form. This consideration also includes the potential for additional research students or collaborators to be added to the research team in future.*

**14.5. Please confirm when the data will be securely destroyed**

 [ ]  10 years after completion of the research project (Staff/PhD research).

 [ ]  5 years after completion of the research project (Master’s research).

 [ ]  On completion of the research project (Honours or undergraduate project research).

 [ ]  Other. Please provide details. Click or tap here to enter text.

*Note: If data retention and destruction plans differ from the UC guidelines above, please provide the details and rationale. For example, some funders (such as MBIE) may require permanent or indefinite retention of the data.*

**14.6. Please indicate where data may be published or used (select all that apply).**

 [ ]  Academic or professional journal article(s).

 [ ]  Academic or professional conference, seminar or workshop.

 [ ]  Thesis (e.g., PhD or Masters) available in the UC Library.

 [ ]  Dissertation or project report (e.g., Honours) NOT available in the UC library.

 [ ]  Organisations (e.g., Government agencies, schools, NGOs).

 [ ]  Other (e.g. online data repositories). Please provide details.Click or tap here to enter text.

**14.7. Will participants be offered a summary of the results?**

[ ]  Yes.

[ ]  No. Please provide the rationale. Click or tap here to enter text.

**15. Ngā Tauākī me te Tukunga | Applicant declaration, signatures and submission**

**15.1. Researcher’s Declaration (please agree to all the below statements)**

[ ]  I am applying for ***Ethical Approval***for the research project as outlined above.

[ ]  The project has been accurately described in this application and I have included all the necessary documents and information to support this application.

[ ]  I will conduct this research within the bounds of any approval given by the Human Research Ethics Committee of the University of Canterbury.

[ ]  I will inform the Committee in writing should circumstances relevant to this application change, and if necessary obtain approval for an amendment.

**Principal Researcher’s Name**: Click or tap here to enter text.

**Signed (type or e-signature)**:  Click or tap here to enter text.

**Date:** Click or tap here to enter text.

Note: The principal researcher is the student or staff member leading the research.

**15.2. For Academic Supervisors of Student projects only (please tick/check all that apply)**

Please note that applications for ethical approval **are not usually considered** if the student has not submitted their research proposal for registration.

[ ]  This is a student project that does not require a research proposal **OR**

[ ]  The student has submitted or registered their research proposal for consideration.
[ ]  I have read the student’s application for ethical approval including any appendices such as Information Sheets and Consent Forms as required.

[ ]  I undertake to work with the student on any revisions required by the University’s Human Research Ethics Committee before these revisions are returned.

**Academic Supervisor’s Name:** Click or tap here to enter text.

**Signed (type or e-signature): ** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**15.3 Submission Instructions**

**Please email (as email attachment(s), not OneDrive links please) an electronic file (.pdf or Word format only) of this completed application form, and please also separately attach all relevant documents clearly identified (e.g., study advertisement, Information sheet, Consent form etc.) to**

**human-ethics@canterbury.ac.nz****. *Please check and confirm your application carefully. Once submitted, no changes/updates can be made until you receive the HREC’s feedback.***

**Please include a list of references for any citations used in the Application Form below:**

Click or tap here to enter text.