***Research Ethics Approval Process for BLENNZ***

***Gaining approval from BLENNZ to carry out research involving BLENNZ students and/or their families, and/or BLENNZ staff members***

BLENNZ encourages and supports research into the education of blind and low vision children and young people so that their educational and social outcomes can be enhanced. If you are intending to carry out research involving BLENNZ students and/or their families, and/or BLENNZ staff members there are some things you must first do:

1. Become familiar with the BLENNZ Board’s Research Ethics Policy and its requirements.
2. Send your research proposal to Karen Stobbs. Principal, Blind & Low Vision Education Network NZ, Private Bag 801, Manurewa, Auckland 2243.

If you have already presented your research project to a tertiary institution’s ethics committee there is no need to complete the BLENNZ application form. Please present your original application.

Your proposal will be studied by the BLENNZ Research Ethics Committee which will accept it, or reject it, or ask for further information or clarification.

**What you should include in your proposal:**

* Your name and contact details.
* The particular area of your research and its overall purpose, with particular emphasis on how it supports the statement of intent in the BLENNZ Board’s Research Ethics Policy.
* A brief indication of any other research you have been involved related to your current proposal.
* Names of any other researchers working with you and (if applicable) tertiary or other institution involved, as well as who will be supporting and/or evaluating your research.
* Any funding or sponsorship from outside organisations to support your research.
* The methodology you propose to follow.
* A list of participants and how you intend to gain access to them, including gaining their informed consent and ensuring Privacy Act requirements are met.
* Whether there are likely to be any actual or potential conflicts of interest between researchers and participants.
* How you intend to address social and cultural aspects of your research and its participants.
* How and to whom you intend to report your findings.
* How you intend to manage and store your data and other information you acquire and who you intend to make it available to.
* Names of two referees able to comment on and support your proposal. If required to support your application the committee may ask you for the names of further referees.
* The committee may also ask to interview you as part of its approval procedure.
* You must agree to make a copy of your final research report available to BLENNZ.

Before applying to the BLENNZ Research Ethics Committee you may wish to discuss your proposal with a member of the committee to ensure that there is some likelihood that your research proposal will be accepted. The committee may appoint one of its members to liaise with you and support you while you are working with the BLENNZ community.

A handbook that may assist applicants wishing to carry out research with BLENNZ support and participation is available from BLENNZ

**BLENNZ RESEARCH ETHICS COMMITTEE**

**RESEARCH APPLICATION FORM**

**RESEARCHER/S**

|  |  |  |  |
| --- | --- | --- | --- |
| Name/s |  | | |
| Postal address |  | | |
| Email address |  | | |
| Phone number |  | | |
| Organisation |  | | |
| Has ethical approval been granted from another institution? **Yes No** | | | |
| Signature |  | Date |  |

**SECTION 1**

1. **Research title**

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1. **Aims/objectives of research**

(Describe in plain language that is comprehensible to lay people and free from jargon.)

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1. **Research background**

(Provide sufficient information to place the research in perspective and to allow the significance of the research to be assessed.)

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1. **Identify the ethical issues arising from this research and explain how they can be resolved.**

(For example: confidentiality, anonymity, informed consent, participant’s rights to withdraw, conflict of interest, etc.)

(BLENNZ expects applicants to identify the ethical issues in the research and explain in the documentation how they have been resolved. The application will not be considered if this is not answered adequately. A ‘Not applicable’ response is not acceptable.)

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**SECTION 2**

1. **Who are the participants in the research?**

(Delete those who do not apply)

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| Adults  (Specify, e.g., parents, staff) | Own colleagues |
| Students | Persons aged less than 16 years old – indicate age frame |
| Persons whose capacity to consent is compromised | Other (Explain) |

1. **Explain how many organisations, services within the organisations, and individuals you wish to recruit.**

(Attach any letter of support you may have had from an organisation.)

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1. **How will you obtain the names and contacts of participants?**

(If by advertisement or email, attach a copy to the application. If through an agency holding these details, attach a copy of support letter.)

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1. **Who will make the initial approach to potential participants?**

(For example: will the owner of a database send out letters?)

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1. **Is there any special relationship between participants and researchers?**

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| --- | --- |
| **Yes** (Please explain. For example: student/teacher.) | **No** |

1. **Are there any potential participants who will be excluded?**

|  |  |
| --- | --- |
| **Yes** (Please explain and state the criteria for excluding participants.) | **No** |

**SECTION 3: RESEARCH PROCEDURES**

1. **Research duration**

(Dates during which data needs to be collected for this research and requires ethics approval.)

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| --- |
| From \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Describe the study design**

(For example: If it is a longitudinal study, explain what a longitudinal study is and provide the details.)

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1. **List all the methods used for obtaining information.**

(Delete those that do not apply)

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| Questionnaires (attach questionnaire) | Interviews (attach interview questions) |
| Focus groups (attach focus group questions) | Observations (Explain) |
| Other (Explain) | |

1. **Who will carry out the research procedures?**

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1. **a) Where will the research procedures take place?**

(Physical location/setting)

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**b) If the study is based overseas, which countries are involved?**

(Provide local contact information on the Participant Information Sheet.)

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**c) If the study is based overseas, explain what special circumstances arise and how they will be dealt with? Explain if there are any special requirements of the country (e.g., research visa) and/or the community with which the research will be carried out?**

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1. **How much time will participants need to give to the research?**

(Indicate this on the Participant Information Sheet.)

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1. **Will information on the participants be obtained from third parties?**

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| --- | --- |
| **Yes** (Explain, and indicate in the PIS. For example: participant’s employer, teacher, doctor, etc.) | **No** |

1. **Will any identifiable information on the participants be given to third parties?**

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| --- | --- |
| **Yes** (Explain, and indicate in the Participant Information Sheet.) | **No** |

1. **Is deception involved at any stage of the research?**

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| --- | --- |
| **Yes** | **No** |

1. **Is there any koha, compensation or reimbursement of expenses to be made to**

**participants?**

|  |  |
| --- | --- |
| **Yes** (Explain the level of payment and indicate in the Participant Information Sheet.) | **No** |

**SECTION 4: INFORMATION AND CONSENT**

1. **By whom and how will information about the research be given to participants?**

(For example: in writing or verbally – a copy of information to be given to prospective participants in the form of a Participant Information Sheet must be attached to this application.)

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1. **a) Will the participants have difficulty giving informed consent on their own**

**behalf?**

(Consider physical or mental ability, age, language, legal status, or other barriers.)

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| **Yes** (Explain ) | **No** |

**b) If participants are not of an age, or competent to give fully informed consent, who will consent on their behalf?**

(For example: parents/guardians)

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1. **Is informed consent obtained in writing?**

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| --- | --- |
| **Yes** | **No** |

1. **Is access to the Consent Forms restricted to the Researcher?**

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| --- | --- |
| **Yes** | **No** (Explain, justify and indicate in the PIS.) |

1. **Will Consent Forms be stored by the Researcher in a locked cabinet?**

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| **Yes**  Specify location | **No** (Explain, justify and indicate in the PIS.) |

1. **Are Consent Forms stored separately from data and kept for a specified time?**

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| **Yes**  Duration | **No** (Explain, justify and indicate in the PIS.) |

**SECTION 5: STORAGE AND USE OF RESULTS**

1. **Will the participants be audio-taped, video-taped, or recorded by any other**

**electronic means?**

(Explain in the Participant Information Sheet and Consent Form. Consider whether recording is an optional or necessary part of the research design, and reflect this in the Consent Form.)

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| --- | --- |
| **Yes** (Please indicate the types of recording.) | **No** |

1. **a) Will the recording be transcribed or translated?**

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| --- | --- |
| **Yes** (Complete 2b to d and indicate in the Participant Information Sheet and Consent Form.) | **No** |

**b) Who will be transcribing the recordings?**

(If someone other than the researcher is the transcriber, attach a copy of the Confidentiality Agreement and indicate in the Participant Information Sheet and Consent Form.)

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| --- | --- |
| Researcher | Other (Explain) |

**c) If recordings are made, will participants be offered the opportunity to edit the**

**transcripts of the recordings?**

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| **Yes** (Explain in the Participant Information Sheet and Consent Form. Where participants are asked to make a choice, this should be shown in the Consent Form.) | **No** |

**d) Will participants be offered their tapes or files of their recording (or a copy thereof)?**

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| **Yes** (Explain in the Participant Information Sheet and Consent Form. Where participants are asked to make a choice, this should be shown in the Consent Form.) | **No** |

1. **a) Explain how and how long the data (including audio-tapes, video-tapes,**

**digital voice recorder, and electronic data) will be stored.**

(Indicate this in the Participant Information Sheet. The period data is to be kept will be commensurate to the scale of its research.)

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**b) Explain how data will be used.**

(Indicate this in the Participant Information Sheet.)

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**c) Explain how data will be destroyed.**

(Indicate this in the Participant Information Sheet.)

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**4. Describe any arrangements to make results available to participants.**

(Explain this in the Participant Information Sheet.)

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1. **a) Are you going to use the names of the research participants in any**

**publication or report about the research?**

(The Participant Information Sheet must inform the participants, and be part of the consent obtained in the Consent Form.)

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| **Yes** | **No** |

1. **If you don’t use their names, is there any possibility that individuals or groups**

**could be identified in the final publication or report?**

(This is a problem either when one is dealing with a small group of participants known to a wider public or when there is to be a report back to participants likely to know each other.)

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| **Yes** (Explain and describe in the PIS.) | **No** |

**SECTION 6: TREATY OF WAITANGI**

1. **Does the proposed research have impact on Māori persons as Māori?**

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| **Yes** (Complete all questions in this section.) | **No** (Go to Section 7.) |

1. **Explain how the intended research process is consistent with the provisions**

**of the Treaty of Waitangi.**

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1. **Identify the group(s) with whom consultation has taken place, describe the**

**consultation process, and attach evidence of the support of the group(s).**

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1. **Describe any on-going involvement the group(s) consulted has/have in the**

**research.**

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1. **Describe how information will be disseminated to participants and**

**the group(s) consulted at the end of the research.**

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**SECTION 7: OTHER CULTURAL ISSUES**

1. **Are there any aspects of the research that might raise any specific cultural**

**issues?**

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| **Yes** (Explain) | **No** (Go to Section 8) |

**What ethnic or cultural group(s) does/do the research involve?**

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1. **Identify the group(s) with whom consultation has taken place, describe the**

**consultation process, and attach evidence of the support of the group(s).**

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1. **Describe any on-going involvement the group(s) consulted has/have in the**

**research.**

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1. **Describe how information will be disseminated to participants and the**

**group(s) consulted at the end of the research.**

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**SECTION 8: RISKS AND BENEFITS**

1. **What are the possible benefits to research participants of taking part in the**

**research?**

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1. **What are the possible risks to research participants of taking part in the**

**research?**

(Make sure that you have clearly identified/explained these risks in the Participant Information Sheet and Consent Form(s).)

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1. **a) Are the participants likely to experience discomfort (physical,**

**psychological, social, cultural) or incapacity as a result of the procedures?**

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| **Yes** (Describe what provisions are in place for these persons in the PIS.) | **No** |

**b) What other risks are there?**

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1. **What qualified personnel will be available to deal with adverse consequences**

**or physical or psychological risks?**

(Explain in the PIS.)

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**SECTION 9: FUNDING**

1. **Have you applied for, or received funding for this research?**

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| --- | --- |
| **Yes** (Acknowledge it on the Participant Information Sheet.) | **No** (Go to Section 10 |

1. **From which funding bodies?**

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1. **Explain researcher’s financial interest, if any, in the outcome of the research.**

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1. **Do you see any conflict of interest between the interests of the researcher, the**

**participants or the funding body?**

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| --- | --- |
| **Yes** (Explain.) | **No** |

**SECTION 10: OTHER INFORMATION**

1. **Have you made any other related applications?**

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| **Yes** (Provide approval details.) | **No** |

1. **If there is relevant information from past applications or interaction with**

**BLENNZ, please indicate and attach.**

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1. **Are there any other matters you would like to raise that will help the**

**Committee review your application?**

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| **Yes** (Provide details) | **No** |

**Declaration:**

**The information supplied is, to the best of my knowledge and belief, accurate. I have read the ethical principles and material of the BLENNZ Research Ethics Committee. I clearly understand the obligations of researchers and rights of the participants, particularly in regard to obtaining freely given informed consent.**

**Signed: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**