

WINTEC ETHICS APPLICATION SCREENING QUESTIONNAIRE

Please refer to the [Ethics Guidelines](#) prior to completing this questionnaire.

This questionnaire is intended as a tool for researchers to determine, either by themselves or (preferably) in consultation with their Research Leader, what level of application they are required to complete and submit to the RPGO.

If the project is one in which the nature of the potential/actual risk of harm to participants or the researcher is minimal and no more than is normally encountered in daily life, then a Low Risk Application should be completed. Research that does involve a certain amount of risk for the researcher and/or participants requires the completion and submission of a Full Application.

If, as a staff member or student, you are new to research or are in any doubt as to which application to submit, please consult with your Research Leader. The RPGO recognises that small-scale class projects frequently involve little risk and are likely to require Low Risk Applications only but it is up to the individual student to consult with their supervisor in order to make this decision.

This Screening Questionnaire is not considered to be an ethics application in itself and it does not need to be submitted to the RPGO. It is merely a tool to gauge what level of ethics application is required.

1.0 RISK OF HARM			
1.1	Are there situations in which the researcher(s) themselves may be at risk of harm (either physical or psychological)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.2	Is the researcher using a questionnaire or interview that might reasonably be expected to cause discomfort, embarrassment, or psychological or spiritual harm to the participants (regardless of level of anonymity)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.3	Are there processes within the research at any stage that are potentially disadvantageous to a person or group, such as the collection of information which may expose the person/group to discrimination or create incorrect perceptions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.4	Is there to be any collection of information of illegal behaviour(s) gained during the research which could place the participants at risk of criminal or civil liability or be damaging to their financial standing, employability, professional or personal relationships?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.5	Is there to be the collection of blood, body fluid, tissue samples or similar?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.6	Is there to be any form of exercise regime, physical examination, or deprivation (e.g. sleep, dietary)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

1.7	Is there to be the administration of any supplement, drug, medicine or placebo?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.8	Is there to be any physical pain, beyond mild discomfort or expenditure of energy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2.0 INFORMED AND VOLUNTARY CONSENT

2.1	Are there any participants who the researcher(s) can identify as being unable to give written consent for any reason?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.2	Are there any participants who are otherwise unable to give informed consent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.3	Are the people participating in your research students in a class that you teach?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.4	Are any of the participants under the age of 16 (in which case, parental/guardian consent is required for their participation)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.5	Are any of the participants under the age of 18 (in which case they are still considered 'vulnerable' in research ethics terms)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.6	Are the participants in a dependent situation, such as people with a disability, or residents of a hospital, nursing home, or prison?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.7	Are the participants vulnerable in any other way?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.8	Are previously collected information or biological samples for which there was no explicit consent involved in this research?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3.0 PRIVACY AND CONFIDENTIALITY

	Does this research involve an evaluation or investigation of organisational services or practices, where personal or otherwise sensitive information is being collected, and where a participant may be identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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4.0 DECEPTION

	Is there to be any deception of participants, including concealment and/or covert observations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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5.0 CONFLICT OF INTEREST

	Are there any conflicts of interest for the researcher (e.g. in relation to funding or in relation to the positioning of the researcher)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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6.0 COMPENSATION TO PARTICIPANTS

	Are there to be any payments or inducements (other than reasonable reimbursement for travel expenses or other related costs) to participants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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7.0 PROCEDURAL		
7.1	Is there any further ethical requirement or approval required from an outside organisation (e.g. from another tertiary institution)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.2	Is a Wintec Institutional Consent form required for this application? (i.e. for any research that involves participants who are Wintec Staff or Students in their capacity as such).	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.0 TREATY OF WAITANGI AND MĀORI PARTICIPATION		
8.1	Are Māori the primary focus of this project (either as participants or in relation to potential benefits/effects)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

9.0 OTHER CULTURAL CONSIDERATIONS		
9.1	Does the research specifically target a particular ethnic group (other than Māori)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.2	Are there any aspects of the project that might raise specific cultural issues (other than issues pertaining to Māori)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

10.0 HEALTH AND DISABILITY RESEARCH COMMITTEE REVIEW		
10.1	Are your participants recruited to participate in their capacity as consumers of health or disability support services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.2	Are your participants recruited to participate in their capacity as relatives or caregivers of consumers of health or disability support services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.3	Are your participants volunteers in clinical trials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.4	Does your research involve the use of human tissue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.5	Does your research involve the use of participants' health information?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered 'Yes' to any of the questions in Section 10, you may need to apply for ethical approval from the Health and Disability Ethics Committee (HDEC). For more information please consult the HDEC Scope Summary located at <http://www.ethics.health.govt.nz/applying-review>. If you are required to complete one, the application process can be accessed from <https://nz.ethicsform.org/SignIn.aspx>. Your Research Leader can help you in deciding whether this is necessary, or can assist in completing applications to the HDEC.

If you answered 'No' to all the questions in this questionnaire, you may prepare and submit a Wintec Low Risk in Human Ethics in Research Application Form.

If you have answered 'Yes' to any question in this questionnaire, you must consider a Human Ethics in Research Full Application Form.

If you are still in any doubt as to which form to complete, or how to complete it, you may contact the RPGO for assistance.