Application for Ethical Approval for a Research Project Involving Humans

Use this form to apply for ethical review of human research projects by Curtin University staff or students. Ethical review of research is a necessary pre-requisite for research involving humans. This includes research that studies people, their data and tissues, and observation of people.

Throughout this document you will find hyperlinks to the relevant sections of the National Statement on Ethical Conduct in Human Research and other relevant documents.

INSTRUCTIONS FOR THE PRINCIPAL INVESTIGATOR

Completing the Form

Answer all questions. Please keep your answers concise, but informative and written in lay language. Based on the questions answered in the "Assessment of applications for ethics triage" your project will be categorised as either "Low Risk" or "Non-low Risk". "Low Risk" projects are assessed at the faculty level, "Non-low Risk" projects are assessed by the Human Research Ethics Committee at the next monthly meeting. You will be informed of the triage decision.

Submitting the Application

Submit the completed and signed application, and any attachments, to the Ethics Support Officer for your faculty:

- Business: ORD-ethicscbs@curtin.edu.au
- Health Sciences: ORD-ethicshs@curtin.edu.au
- Humanities: ORD-ethicshum@curtin.edu.au
- Science and Engineering: ORD-ethicssae@curtin.edu.au

To submit the application

Option 1: Attach the application, all the emails from the Co-investigators which serve as their signature (see Section 7 – upload these as a pdf) and all other necessary documents to an email. The Principal Investigator forwards the email with all attachments and the application form onto the Head of School/Area. The HOS/A then approves by forwarding the email trail (which shows it was sent by the PI), with attachments to the appropriate Ethics Support Officer.

Option 2: Obtain original signatures from the PI and HOS/A. You can either obtain original signatures from the CI, or you can attach an email from the CI which serves as their signature (see Section 7). Submit **one single-sided copy of all documents with no staples**, to the Ethics Office, Room 108, Building 100.

Need help completing this form?
Contact your Ethics Support Officer or the Ethics Office via email at hrec@curtin.edu.au or go to the Research Integrity section of the Office of Research Development contact page.

Do not commence research until written approval has been received from the Human Ethics Office

Assessment of applications for ethics triage

The following questions are a guide as to whether you project may be considered low risk and therefore go through the low risk approval system. Fill in this section before moving onto Section 1.

Does your research involve recruiting participants:	No	Yes
Who are/have been a patient at a hospital or health department?	Continue to the questions below	**STOP** You need ethics approval from the relevant Department of Health authority FIRST.
Who are/have been a patient at a hospital or health department AND Aboriginal and Torres Strait Islanders?	Continue to the questions below	**STOP** You need ethics approval from the WAHEC FIRST.
From a school or education facility?	Continue to the questions below	**STOP** You need a letter of support from the principal/s FIRST. Approval from the education department/s can be applied for after Curtin HREC approval.

Does the study include any of the ten following types of research and/or participants?	No	Yes
According to section 5.1.6 (b) of the National Statement if your study involves any of the following groups the project MUST be reviewed by the HREC.		
Interventions and therapies, including clinical and non-clinical trials (NS 3.3)	☒	☐
Human genetics (NS 3.5)	☒	☐
Women who are pregnant and/or the human fetus (NS 4.1)	☒	☐
People who are highly dependent on medical care who may be unable to give consent (NS 4.3 and 4.4)	☒	☐
People with a cognitive impairment, intellectual disability or a mental illness (NS 4.5)	☒	☐
Research specifically targeting Aboriginal or Torres Strait Islanders (NS 4.7)	☒	☐
People who may be involved in illegal activities (NS 4.6)	☒	☐

Are any of the following topics covered in part or in whole?	No	Yes
Research about parenting issues	☒	☐
Research investigating sensitive personal issues	☒	☐
Research investigating sensitive cultural issues	☒	☐
Explorations of grief, death or serious/traumatic loss	☒	☐
Illicit drug use	☒	☐
Substance abuse (prescribed or over the counter)	☒	☐
Self-report of criminal behaviour	☒	☐
Suicide risks	☒	☐
Gender identity	☒	☐
Sexuality	☒	☐
Race or ethnic identity	☒	☐
Fertility	☒	☐
Termination of pregnancy	☒	☐

Are any of the following procedures to be employed?	No	Yes
Use of personal data obtained from Commonwealth or State Government Department/Agency	☒	☐
Deception of participants or concealing the purposes of the research	☒	☐
Covert observation (or minimal disclosure)	☒	☐
Audio or visual recording without consent	☒	☐

Are any of the following procedures to be employed (continued)?	No	Yes
Withholding from one group specific treatments or methods of learning, from which they may "benefit" *(e.g. in medicine or teaching)*	☒	☐
Psychological interventions or treatments	☒	☐
Invasive physical procedures	☒	☐
Infliction of pain	☒	☐
Administration of drugs or other substances	☒	☐
Use of devices	☒	☐
Exposure to ionising radiation	☒	☐
Tissue sampling or blood for pathological or genetic testing	☒	☐
Collecting body fluid *(eg. saliva)*	☒	☐
Use of medical records where participants can be identified or linked	☒	☐

Select the categories that are targeted or likely to be included as participants in this research study.	No	Yes
Suffers from a disease or health problem	☒	
Suffers from a psychiatric / psychological disorder / emotional impairment	☒	☐
Suffering a physical disability or medical condition	☒	☐
Participants are aged less than 18 years	☒	☐
Children and/or young people without parental or guardian consent	☒	☐
Resident of a custodial institution	☒	☐
Unable to give freely an informed consent because of difficulties in understanding information provided *(eg. Language difficulties, primary language is not English)*	☒	☐
Members of a socially identifiable group with special cultural or religious beliefs or political vulnerabilities	☒	☐
Participants specifically targeted belong to a cultural/minority group or any other collective	☒	☐
Those in a dependent relationship with the researchers *(eg. Lecturer/student, doctor/patient, teacher/pupil and professional/client)*	☐	☒
Participants are identifiable or re-identifiable	☒	☐
Participants are identifiable in the final report when specific consent for release has not been given	☒	☐

A **"yes"** response to any of the above questions would normally indicate your project is **not eligible** for a Low or Negligible Risk review. However, a "Yes" answer does not necessarily, automatically, preclude the research from being reviewed through a low risk review process. If you answered "yes" to any of the above questions and you think your study should be reviewed through the low risk process please justify why in the space below.

Whilst the proposed research involves Curtin students, and two of the investigators are the unit coordinators and teach in the unit the dependent relationship will be managed/mitigated by:

1. Most of the data is readily available to the principal investigator as part of their role as the unit coordinator (e*VALU*ate data, learning analytics from Blackboard, student attendance in tutorials, and plagiarism rates).
2. Recruitment of student participants for the in class online questionnaire will be anonymous and carried out by the team of tutors for each class [Appendix E]. None of the tutors are part of the research team. Students will be provided with an information sheet and participation will be voluntary. As the questionnaire will be entirely about the student experience in the unit, and it will be anonymous it poses minimal risk. To ensure tutors follow ethical recruitment processes training will be provided in one of the normal tutor meetings prior to data collection. For the tutorials where the investigators teach, the co-tutor will facilitate the questionnaire whilst the researcher leaves the room.
3. Recruitment of student participants for the end of semester in-class online questionnaire will be carried out by the same tutors who will have undergone training and students will be able to opt out of their feedback being

part of the data set by ticking a box (Appendix F). For the tutorials where the investigators teach, the co-tutor will facilitate the questionnaire whilst the researcher leaves the room.

4. The proposed end of semester focus group will be conducted by AI 1 and recruitment and participation conducted in accordance with ethical standards. The questions will be about the tutors' experience of student learning in the unit and is a normal part of quality processes conducted in the unit (see Appendix G).

End of Assessment of applications for ethics triage

SECTION 1 – General information

1	Project Title
‘Flipping’ the classroom: are students engaged?	

2	Provide up to six keywords (not included in the project title) below
Flipped classroom, student engagement	

3	Please indicate the type of project	
Staff project		If other specify:

4	Has this project been peer reviewed? *Peer reviewed means accepted by a granting body that uses a peer review process (e.g. NH&MRC) or if the project has been approved through the candidacy process at Curtin.*
☒	No
☐	Yes – *please provide the acceptance letter and any response to reviewers.*

5	Please indicate the funding source					
Source :	University		Name of source:	TASS		
Funding start date:	Jan, 2016	Funding end date:	31st December, 2016	Script ID:	NA	

6	Does this research involve any of the researchers going overseas?
☒	No
☐	Yes – *please refer to the Curtin Travel Policy*

7	Please list the locations research will be conducted. If the research is being conducted on a Curtin University campus please specify the building and room number/s

8	Project Summary *Give a concise and simple description, in plain language, of the study in each of the sections below.*

8a	Background *(No more than 200 words).*

The flipped classroom (or inverted classroom) is receiving increased attention although it is not a new approach (Watters, 2012). Flipped learning is a pedagogical approach that requires students to do background reading/preparation (often involving elearning resources) prior to attending the face-to-face component of a course where the tutor facilitates learning through applied activities and discussion to foster deep learning (Davis, 2013). This approach, acknowledges that the role of the academic or teacher is changing from "sage on the stage" to "meddler in the middle" as information is readily available to learners through the internet (McWilliam, 2009); in other words, how do academics add value when they are no longer the holder of knowledge and the information typically delivered through lectures is easily accessible elsewhere? Although an increasing number of publications are exploring the flipped learning model there is a lack of evidence to determine whether the approach works with all cohorts and, indeed, what the key elements are that support student engagement to ensure they come to the class prepared.

8b Aims and hypothesis

The aim of this research project is to determine whether the flipped classroom model is engaging first year students in their learning. The research aims to explore the following research questions:

1. Does the flipped/new unit structure engage students in their learning?
2. What elements of the unit design support engagement in the flipped model?
3. What improvements to the unit would enhance engagement?

8c Methods

(No more than 200 words)

A mixed methods approach will be used to address the research questions.

1. Blackboard© data on student access to online material. (quantitative)
2. Incidents of plagiarism (including a comparison with 2014 data, where the unit was not utilizing a flipped approach). (quantitative)
3. Student attendance for the workshop. (quantitative)
4. In week 5 of the semester a 5 minute online anonymous "stop, start and continue' exercise to determine what is working/not working in support of student learning (see Appendix E). (qualitative)
5. At the end of semester an anonymous online questionnaire (the validated measure) the Flipped Classroom Student Engagement Questionnaire Version 2.2 (Kynn, Taylor, & Cole, 2015) (see Appendix F) to explore students' experience of the flipped approach will be administered. (quantitative and qualitative)
6. A focus group with tutors to explore their perceptions of whether students were engaged, prepared, and if the flipped approach supported student learning (Appendix G). (qualitative)

8d Anticipated outcomes

(No more than 100 words)

The research data collected will, primarily, be used to improve the student experience in the unit. However, given the emergent field of research into flipped learning the findings will be published and of relevance to higher education through providing an evidence base to inform flipped or inverted learning approaches. Specifically, the findings will provide information about what supports students' engagement within a large, flipped, first year unit.

8e Significance

(No more than 100 words)

Although the 'flipped classroom' model is increasing in popularity in higher education through technological advances, increased student numbers, decreased funding and the knowledge economy, there is only a relatively small and emergent body of literature (Mok, 2014). This project aims to expand knowledge in the field by determining the impact of the flipped model on student engagement. The student cohort provides a unique opportunity to explore how best to engage students within a unit of this nature.

9	**Principal Investigator** *The principal investigator must be a Curtin staff member. If this application is for a student project the principal investigator must be one of the student's supervisors.*			
Name (include title)	PI		**Staff ID**	123456A
School, Centre or Area	*[School name]*			
Telephone	X1234	**Email**	123456A@curtin.edu.au	
SOL Research Integrity Professional Development Program training complete ***(NOTE: this is a requirement of approval)***			☒ Yes – certificate attached	

10	**Co-Investigators** *Please use additional pages for more co-investigators. If candidacy is approved please attach a copy. Note: candidacy should be approved before an ethics application is submitted. NOTE: All Curtin staff and students MUST complete the SOL Research Integrity Professional Development Program training – this is a requirement of approval – attach your certificate*					
Name (include title)		**School, Centre, Area, University or Institution**	**Staff ID or Student ID**	**Role (CI, supervisor, student)**	**Candidacy approved**	**Research Integrity training complete**
AI 1		**[school name]**	**234567B**	Co-investigator	☐	☒
AI 2		**[school name]**	**789456C**	Co-investigator	☐	☒
				Choose an item.	☐	☐
				Choose an item.	☐	☐
				Choose an item.	☐	☐
				Choose an item.	☐	☐

11	**Contact Person**			
☒	Use Principal Investigators details – *go to question 12.*			
Name (include title)			**Staff ID**	
School, Centre or Area				
Telephone		**Email**		

12	**Team Expertise** *Explain how the research team has sufficient skills and experience to conduct the proposed research (NS 3.3.5).*
PI is the unit coordinator for the unit and is a Teaching Focused academic staff member who is required, as part of their employment to undertake the Scholarship of Teaching and Learning. AI 1 has worked on numerous teaching and learning research projects, has been successful with several Office for Learning and Teaching national grants, and has published on SoTL. AI 2 is a Teaching Focused academic and the deputy coordinator of the unit.	

End of section 1

SECTION 2 – Themes in research ethics: Risk and benefit, consent

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Potential harm or risk to participants

Outline the potential risks to participants. If potential risks are identified please explain how this research justifies the burden and risk to participants (NS 2.1).

Consider illness or injury, potential side effects, but also include potential embarrassment, economic loss, exposure to prosecution, anything stressful, noxious or unpleasant, and complaints. Ensure you address these in your Participant Information Statement.

Some examples of risks/expected adverse events (See Adverse Event Guidelines for more information) may include:

- *For a drug-intervention clinical trial there will be side effects of the drug.*
- *For psychological based studies risks may be psychological stress due to the assessment; there may be a potential for increased risk of suicidality or self-harm; there may be a potential for worsening of psychological disorder etc.*

There is minimal risk or potential harm to participants.

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Risk management strategy

If you identified risks in Question 13, please outline how you will mitigate the risks identified above and your plan of action for expected adverse events and other identified risks. Please also outline your plan of action for unexpected adverse events. The Human Research Ethics Office will use this information and follow this procedure should an event or complaint occur. Please refer to Adverse Event Guidelines for more information.

15	**Potential harm or risk to researchers** *Outline the potential harm or risk this research exposes to the research team, and if identified how these will be mitigated and your plan of action should these risks occur.* *Some examples are:* • *Dangers to personal safety* • *Research located overseas*
There is no foreseen potential harm or risk to the research team.	

16	**Potential risk to The University and the research** *Identify the risks this research exposes to The University and to the research and how these risks may be mitigated.* *Some examples are:* • *Reputational risk to The University if the study is a controversial topic;* • *Loss of data due to inadequate back-up procedures;* • *Unable to recruit expected numbers.*
There are minimal risks to the University through this research project as it aims to provide evidence to improve student learning in the unit under investigation. Asking students to complete the online questionnaires in class will assist with recruitment, and data will be stored in accordance with the data management plan provided.	

17	**Will participants be given financial or non-financial incentives?** (NS 2.2.10 - 2.2.11)
☐	No
☒	Yes – *please provide details below. If a prize is used please indicate the prize and the chances of winning this prize in the space below and in the Participant Information Statement. Please refer to the Competitions Toolkit for further guidance on prizes. Details of the incentives should not be detailed on the recruitment material; however this information may be included in the Participants Information Statement.*
If we are successful with our TASS grant we will pay sessional staff for participation in the focus group. This seems reasonable compensation for staff who are paid by the hour (not on fixed-term or ongoing contracts). Students will not be provided financial or non-financial incentives to participate.	

18 **Please select how you are going to recruit participants (select all that apply) and in the space below describe your recruitment process.**

When you are describing your recruitment processes please indicate who is going to talk to the potential participants, how they contact the researcher or the researcher contacts them etc. If you are using telephone calls, flyers, social media, radio announcements etc., please provide a copy of the information and/or a transcript. If you are using any form of print media (e.g. flyers, newsletters, social media etc.) you need to put the ethics approval number and the Curtin logo on the document. Please refer to the Curtin Brand website for information on advertising.

☒	Database/medical records *(please describe the source)*:	Learning Management System: Blackboard. eVALUate data gathered as normal University business.	☐	Snowball recruitment or word of mouth etc. *(please list)*:	
☐	Social media including Facebook, Yammer, LinkedIn, Twitter etc. *(please list)*:		☐	Print media including flyers, newspapers, newsletters etc. *(please list sources)*:	
☒	Classroom or hospital or clinic or community groups etc. *(please list sources)*:	Students enrolled internally in the unit.	☐	Radio/television *(please list sources)*:	
☐	Other *(please describe)*:				

Students will be recruited for the study in class (weeks 5 and 14) through tutors. Tutors will be provided with training to ensure they do not coerce students to participate. Students will receive an information sheet (Appendix B) and will have the option of opting out of the data set through ticking a box. The questionnaire will be accessed via iPads. Each class will have access to 11 iPads for students who do not come to class with their own laptop or iPad.

19	**Please describe your target population and sample size.** *Please include a description of your target population, including inclusion/exclusion criteria if appropriate. Please justify the sample size e.g., through a power calculation, a sample size calculation or previous studies (provide reference)*

The target participant group is students enrolled internally in the unit. All students enrolled and present in the workshops in week 5 and week 14 will be invited to participate. As the online questionnaires (which should only take 5-10 minutes) will be done in class the response rate should be high, however, we are aiming for a minimum of a 25% response rate.

There are 10 tutors teaching in semester 1, 2016. They will be invited to participate in the end of semester focus group by PI 1.

20	**Does your research involve staff and students from Curtin University?**
☐	No
☒	Yes – *please refer to the Approvals to Access Curtin Students and Staff for Research Purposes.*

21	**Will participants provide consent?** (NS 2.2, NS 2.3) *Please provide a copy of the Participant Information Statement and Consent Forms. If you are recruiting children provide a Parent Information Statement and Consent Form, and a Child Information Statement and Assent Form if appropriate. If you are using secondary data and therefore consent is not required, select "no" and provide an explanation in the space below.*
☐	No – *please address section 2.3 of the National Statement below AND answer questions 21a/b.*
☒	Yes – *please describe below how you will obtain consent and go to question 22.*

After being supplied with an information sheet (Appendix B) consent will be assumed if participants complete the questionnaire/s or sign a consent form (tutor focus groups) (Appendices C and D).

21a	**Will you collect or use IDENTIFIED information held by Commonwealth agencies?**	
☒	No – *go to question 21b*	
☐	Yes – *read the Guidelines Under Section 95 of the Privacy Act 1988, answer the following questions and address section 2.4 (g, k, l, m, n(i) and n(ii))of this Act in the space below.*	
	The agency from which the information will be sought:	
	The data items sought from the agency:	
	The number of records involved:	
	Which Information Privacy Principles would be breached, or likely to be breached *(please number):*	

21b	**Will you collect or use IDENTIFIED information from the private sector?**
☒	No – *go to question 22*
☐	Yes – *read the Guidelines Under Section 95A of the Privacy Act 1988, answer the following questions and address the relevant section/s of this Act (e.g. A2.6, A3.6, B2.6, B3.6, C2.6) in the space below.*

	The organisation(s) from which health information is sought:	
	The data items sought from the organization(s):	
	The number of records involved:	
	Which National Privacy Principles would be breached, or likely to be breached *(please number):*	
	Indicate which kind of research your study is *(tick one only)*:	☐ Research relevant to public health or safety ☐ The compilation or analysis of statistics relevant to public health or safety ☐ The management, funding or monitoring of a health service

22	**Is there the potential for the participant to be subject to coercion or pressure, including perceived position of power?** (NS 2.2.9) *For example, will principals or teachers at schools be recruiting or seeking consent from students, will lecturers at Curtin be recruiting and seeking consent from their students, will primary treating physicians be recruiting and seeking consent from patients?*
☐	No
☒	Yes – *please describe below how you will address this.*

The research project aims to improve student learning in the unit, most of the data is readily available to the PI as unit coordinator and the primary source of data direct from participants will be anonymous. Unequal power relationships between the unit coordinator and students will be mitigated by recruiting student participants through the unit tutors. Tutors will undertake training in a regular tutor meeting to ensure that ethical standards for recruitment will be adhered to and none of the tutors are on the research team.

For the investigators' classes where they are tutors, they will leave the class whilst students complete the questionnaires. Participation will be assumed if the students complete the questionnaires and an information sheet will be provided. Both questionnaires should take no more than 10 minutes each to complete. The proposed focus group for the tutors will be conducted by PI 1, who has no line management relationship to the tutors. Any identifying data in the focus group transcription will be removed prior to being shared with the co-investigators. PI 1 will recruit tutors to participate in the focus group.

23	**Does the research use deception, concealment, incomplete disclosure, limited disclosure, an opt-out approach, or use of information, samples, health information etc., without the specified consent from those persons?** (NS 2.3)
☒	No
☐	Yes – *please detail the methods below. Please describe how this method is essential to the research aims and how participants will be de-briefed after the study.*

End of section 2

SECTION 3 – Ethical considerations specific to research methods or fields

24 **Describe your research methods.** (NS 3.1 and NS 3.4)

Please explain the research methods below clearly outlining your study protocol and what each participant will be required to do for the research study. Ensure you explain storage of this material in question 25b. Ensure you advise of this in your Participant Information Statement. Please address any cultural issues if applicable For example, does your research explore sensitive topics that may involve emotional risks and other risks; are you using research methods that may be culturally sensitive (e.g. photographs, video, audio recordings etc.). You may want to include a flow chart, reference to your protocol, or Standard Operating Procedures here.

Students of the unit will be invited in class to participate in the online questionnaires, and their participation will be entirely voluntary. An information sheet will be provided to the students explaining the study. Both questionnaires (week 5 and 14) will take between 5-10 minutes to complete. Both questionnaires will be anonymous.

Tutors teaching in the unit will be invited to participate in the focus group via email by PI 1, who has no line management authority for the tutors. At that time they will be provided with an information sheet and signed consent forms will be completed prior to the focus group. PI 1 and an external transcriber will have access to the data prior to the removal of any identifying information. Once de-identified the data will be shared with the other investigators.

25 **What are your research outcomes and how do you plan to analyse the data?**

For example, inflammatory markers between treatment groups will be compared using a t-test.

Proposed analysis

Qualitative

Qualitative data from the online questionnaires and the focus group will first be prepared for thematic analysis by the researchers familiarising themselves with the data set and cleaning/organising the data (e.g. the focus group transcription will be cross-checked with the audio file by the researcher who facilitated the session). An inductive process will be used to identify themes, following a preliminary exploratory analysis (Creswell, 2012). As recommended in the literature, a reflexive dialogue between researchers will be entered into to explore the process, and decisions, associated with identifying themes (Braun & Clarke, 2006).

Quantitative

The outcome measures which are assessed on a continuous scale (eVALUate scores, student marks, number of cases of plagiarism) will be compared between the two time points (2015 and 2016) using the Student's t-test. The student attendance records will be compared between years using a repeated measures analysis (and treated as a continuous variable to examine the total attendance at each class). The attendance may be expected to be related to the week number through the semester.

The responses to the Flipped Classroom Student Engagement Questionnaire Version 2.2 (delivered online only once, in 2016) will be summarised using standard descriptive statistics (frequencies and percentages for the Likert response questions). These will provide a measure of support (or otherwise) for the flipped classroom format.

All analyses will be performed using the SPSS v22 statistical software, and, following convention, a p-value<0.05 will be taken to indicate a statistically significant association in all tests.

26	**Does your research make use of, create, or add to a databank?** (NS 3.2 and Guidelines for human biobanks, genetic research databases and associated data) *Databanks include information (e.g. data collected from questionnaires) stored in a database as well as information derived from human tissue such as blood, bone, muscle and urine, and the storage of the biospecimens.*
☐	No – *please skip to question 27*
☒	Yes – *please answer Question 26 subsections below. Please address in your Participant Information Statement how data (including participant samples) will be collected, stored, used and disclosed.*

26a	**Will data, including biospecimens, be sent overseas?** (NS 3.4.15)
☒	No
☐	Yes – *please indicate in the space below where it will be sent, in what format and how patient privacy according to the Australian Privacy Principles (see APP #8 for Cross-border disclosure of information) will be maintained.*

26b	**How long will data, including biospecimens, be stored?** (WAUSDA – Research starts at Section 14) *Please indicate in the space below how long data will be stored for.* *Here are some examples, but see WAUSDA for further guidance:* • *Research = 7 years after date of publication or completion of project, whichever is later;* • *Research involving humans that use high risk material (e.g. teratogens, carcinogens, ionizing radiation, dangerous drugs) = 50 years after date of publication or completion of project whichever is later;* • *Clinical trials = 25 years after date of publication or completion of project whichever is later;* • *Research involving children = 7 years after date of publication or completion of project, or subjects have reached 25 years of age whichever is later.*

26c	**How will your data be stored?** (NS 3.2 and 3.5.14)
☐	Individually identifiable – *the identity of a specific individual can reasonably be ascertained (e.g. name).*
☐	Re-identifiable – *identifiers have been removed and replaced by a code, but it is possible to re-identify an individual.*
☒	Non-identifiable – *data which has never been labelled with individual identifiers.*

26d	**Please submit your data management plan** *Go to the Research Data Management webpage and complete a research data management plan using the Research Data Management Planning Tool and attach it to this application*
☒	Data management plan attached

27	**Is your study a clinical trial?** (NS 3.3) *A clinical trial is defined as any research project that prospectively assigns human subjects to intervention and comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome. Medical intervention means any intervention used to modify a health outcome This definition includes, drugs, surgical procedures, devices, behavioral treatments, process-of-care change etc. If you need help completing this section contact the Clinical Trials Monitor at ORD-clinicaltrials@curtin.edu.au..*
☒	No – *please skip to question 28*
☐	Yes – *please answer Question 27 subsections below.*

27a	**Are you using any medicine, biological or device not entered in the Australian Register of Therapeutic Goods, including any new formulation of an existing product or any new route of administration; or** **A marketed medicine, biological or device beyond the conditions of its marketing approval including new indications extending the use of the product to a new patient group and the extension of doses or duration of treatments outside the approved range?**
☐	No
☐	Yes – *please attach a CTN or a CTX*

27b	**Will a placebo/non-treatment group be used?** (NS 3.3.10)
☐	No – *please outline why a placebo or non-treatment group will not be used.*
☐	Yes – *please describe why a placebo or non-treatment group is the best comparator.*

27c	**Describe the randomisation and blinding process.**

27d	**Has this trial been registered?** (NS 3.3.12)
☐	No
☐	Yes – *please provide the registration number and the name of the trial registry in the space below.*

27e	**Are there arrangements (business, financial or other similar association) between a researcher and supplier of a drug or surgical or other device to be used in the trial?** (NS 3.3.4)
☐	Not applicable
☐	No
☐	Yes – *please enter the details in brief below. This needs to be declared in the Participant Information Statement.*

27f	Are there any possible conflicts of interest or any restrictions on publications? (NS 3.3.4)
☐	No
☐	Yes – *please enter the details in brief below.*

27g	Is funding sufficient to conduct and complete the trial as designed? (NS 3.3.2 and 3.3.18)
☐	No – *please indicate how you will address this in the space below.*
☐	Yes

27h	Are payments to researcher, participants or the institution likely to influence the design, conduct, findings or publications of the research? (NS 3.3.2 and 3.3.18)
☐	No
☐	Yes – *please indicate how you will address this in the space below.*

27i	Are the facilities, expertise and experience available sufficient for the trial to be conducted safely? (NS 3.3.5)
☐	No – *please indicate how you will address this in the space below.*
☐	Yes

27j	Does your Participant Information Statement make clear to the participant whether they will have continued access after the trial to treatment they have received during the trial, and on what terms? (NS 3.3.18)
☐	No
☐	Yes

28	Does your research involve exposing participants to radiation? *Eg. radioisotopes, lasers, x-rays, microwaves, ultra-violet radiation*
☒	No
☐	Yes – *you will need to contact the Radiation Safety Officer at radsafety@curtin.edu.au and receive approval prior to submitting ethics.*

29	**Does your research use health information (including biospecimens) that may reveal information that may be important for the health or future health of the donor(s), their blood relatives or their community?** (NS 3.4.10, 3.5.1 and 3.5.2)
☒	No
☐	Yes – *indicate below how you will address the management of any proposed disclosure or non-disclosure of that information.*

30	**Does your research involve human genetics?** (NS 3.5) *Specific requirements for research involving fetal tissue are detailed in Chapter 4.1 of the National Statement. Research involving human embryos and gametes, including the derivation of human embryonic stem cell lines, is separately governed by the Research Involving Human Embryos Act 2002 (Cth) and the Ethical Guidelines on the use of Assisted Reproductive Technology in Clinical Practice and Research (2007). Please refer to Chapter 3.5 of the National Statement for more information.*
☒	No
☐	Yes – *please address in the space below the parts of Section 3.5 of the National Statement that are relevant to this project.*

End of section 3

SECTION 4 – Ethical considerations specific to participants

31	Does your research involve women who are pregnant and/or the human fetus?
☒	No – *please skip to question 32.*
☐	Yes – *please answer Question 31 subsections below.*

31a	Will steps be taken to ensure that the well-being and care of the woman who is pregnant and her fetus takes precedence over the aims of the research? (NS 4.1.1)
☐	No – *please justify why below.*
☐	Yes – *please outline the procedures below.*

31b	Will the possibility of providing access to counselling be included in the discussion related to consent to participant in the research? (NS 4.1.14 and 4.1.17)
☐	No – *please justify why there is no counselling available in the space below.*
☐	Yes – *please describe the counselling process below.*

31c	Will the women be asked whether they wish to involve others for whom the research may have implications? (NS 4.1.5 and 4.1.15)
☐	No – *please justify why they will not be offered to involve others below.*
☐	Yes

31d	Will the information about research be separate from information about routine clinical care
☐	No – *please justify why the information will not be provided separately to the participant below.*
☐	Yes

31e	Is the research on the fetus in utero?
☐	No – *please skip to question 31f.*
☐	Yes – *please answer the sub-questions below.*

No	Yes	Question 30e sub-questions
☐	☐	Has the research been designed to minimize pain or distress for the fetus?
☐	☐	Will action be taken to monitor for signs of fetal pain or distress?
☐	☐	Will steps be taken for suspending or ceasing the research to prevent pain or distress to the fetus?

*If you answered **NO** to any of the above questions please provide a justification below.*

31f	Does the research involve the human fetus ex utero or fetal tissue after separation or termination?
☐	No – *please skip to question 32.*
☐	Yes – *please answer the sub-questions below.*

No	Yes	Question 31f sub-questions
☐	☐	Do any of those conducting the research have any involvement in the clinical care of the women from whom the fetus or fetal tissue will be derived? (NS 4.1.11, 4.1.16)
☐	☐	Do any of those conducting the research have a financial relationship with those who will provide the clinical care of the women from the fetus or fetal tissue will be derived?
☐	☐	Do any of those conducting the research have any legal relationship with those who will provide the clinical care of the women from the fetus or fetal tissue will be derived?
☐	☐	Will the research involve the removal of organs or tissues from a fetus delivered dead? (NS 4.1.22).

*If you answered **YES** to any of the above questions please provide a justification below.*

32	**Does your research involve children and young people?** (NS 4.2)
☒	No – *please skip to question 33.*
☐	Yes – *in the space below address why participation of children or young people is indispensable to this research; and how this study has been designed to be appropriate for children or young people.*

32a	**Do you have a Working With Children's (WWC) card?**
☐	No – *it is a legal requirement to have a WWC's card. Please arrange to submit your WWC application and provide a receipt or a have a card BEFORE you submit this ethics application. Ethics approval will not be given without a WWC.*
☐	Yes – *please attach a copy to your application.*

33	**Does your research involve people in dependent or unequal relationships?** (NS 4.3) *For example: teachers and their students, health care professionals and their patients, employers and their employees.*
☐	No – *please skip to question 34.*
☒	Yes – *in the space below describe the dependent relationship between the participants and the researcher, members of the research team and/or any person involved in the recruitment/consent process; how will the process of obtaining consent enable persons in dependent relationships to give voluntary consent; if a participant choose to withdraw from the research, how will the ongoing dependent relationship with the participant be maintained?*

Please see pages 3 and 4 (why this project should be assessed as Low Risk) and questions 18, 22, and 24.

34	**Does your research involve people highly dependent on medical care who may be unable to give consent?** (NS 4.4) *For example: patients in the emergency department or intensive care, unconscious people, terminal care.*
☒	No – *please skip to question 35.*
☐	Yes – *in the space below describe the recruitment/consent process; and how participation in research is in the best interest of the participant?*

35	**Does your research involve people with a cognitive impairment, an intellectual disability, or a mental illness?** (NS 4.5)
☒	No – *please skip to question 36.*
☐	Yes – *in the space below describe the nature of the intellectual or mental impairment e.g. permanent, temporary or fluctuating; describe how the consent process will take into account the nature of the impairment.*

36	**Does your research involve people who may be involved in illegal activities?** (NS 4.6)
☒	No – *please skip to question 37.*
☐	Yes – *in the space below please justify how the risk of discovery of illegal activities is justified by the benefits of the research.*

37	**Does your research involve Aboriginal and Torres Strait Islanders?** (NS 4.7) *Note: If your research will incidentally involve Aboriginal and Torres Strait Islanders because your study is on the general population you do not need to fill in this section. Complete this section if you are specifically targeting recruitment of Aboriginal and Torres Strait Islanders, or there is a potential for a high number of Aboriginal and Torres Strait Islanders to be recruited.*
☒	No – *please skip to question 38.*
☐	Yes – *please answer Question 37 subsections below.*

37a	**What is the estimated proportion of Aboriginal and Torres Strait Islanders in the population from which the participants will be recruited?**

37b	**Will Aboriginal and Torres Strait Islander status of participants be recorded?**
☐	No – *please justify why below.*
☐	Yes – *please justify why below.*

37c	**Will there be or has there been a process of consultation and negotiation between Aboriginal and Torres Strait Islanders and the researchers regarding the proposed research?**
☐	No – *please justify why below.*
☐	Yes – *Describe this process of consultation and negotiation.* *Include, as appropriate:* *- how the consultation process and the research proposal demonstrates the integrity of the researcher,* *- negotiation of the aims, anticipated outcomes and priorities of the research,* *- consultation regarding community and individual consent to participation in the research,* *- the process for negotiating ongoing advice as the research progresses, to monitor ethical standards and minimise unintended consequences,* *- how the processes show engagement with the values and processes of participating communities, and* *- the process of negotiating access to, and /or control of the results of the research.*

37d	**Has there been a role for Aboriginal and Torres Strait Islanders in the development of the research and/or will there be a role for Aboriginal and Torres Strait Islanders in the implementation of the research proposal?**
☐	No – *please justify why below.*
☐	Yes – *Describe the role of Aboriginal and Torres Strait Islanders in the development and or implementation of the research.* *Include, as appropriate:* *- whether any or all of the researchers are of Aboriginal and/or Torres Strait Islander descent,* *- how Aboriginal and Torres Strait Islanders from the community involved in, or affected by, the research have collaborated in the development of the research,* *- whether the participating communities have expressed satisfaction with the research agreement, potential benefits and their distribution,* *- the extent to which reciprocal obligations, responsibilities and benefits is demonstrated between the researchers and the community.*

37e	**Describe how the research will provide benefits to the Aboriginal and Torres Strait Islanders.** *Include, as appropriate:* *- a description of how the research relates to the health priorities and needs of participant communities,* *- a description of benefits for participants and the communities, including establishment and/or enhancement of capacities, opportunities and outcomes beyond the project,* *- a description of how the research shows an intent to contribute to the advancement of the health and well-being of participants and their communities*

37f	**Describe how the proposal responds to the diversity between communities** *E.g. Different languages, cultures, histories, decision-making and perspectives (refer to Chapter 4.7 of the National Statement, Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research, and the AIATSIS Guidelines for Ethical Research in Indigenous Studies).*

37g	Justify how the research respects the values based expectations, and protects and promotes culture distinctiveness of Aboriginal and Torres Strait Islander participants.

38	Does your research involve people in other countries? (NS 4.8)
☒	No – *please skip to question 39.*
☐	Yes – *please answer Question 38 subsections below.*

38a	Is there an ethics approval process in the country you intend to do the research? (NS 4.8.4)
☐	No/Not applicable
☐	Yes – *please describe in the space below if these processes are mandatory (as opposed to voluntary); how they function, what are the values and principles on which they rely and do they require reporting of the Australian review body approval? (NS 4.8.4)*

38b	Is the research being conducted by a student who will be located overseas for the project? (NS 4.8.8)
☐	No/Not applicable
☐	Yes – *please describe in the space below how that supervision is to be effected so that due respect and protection will be accorded to participants*

38c	Is a local, readily accessible contact available to participants to receive responses, questions and complaints about the research? (NS 4.8.16)
☐	No/Not applicable – *please justify why in the space below.*
☐	Yes – *please describe in the space below.*

39	Does your research involve people whose primary language is other than English?
☒	No – *please skip to the next section.*
☐	Yes – *given that the person's primary language is one other than English, in the space below describe what steps will be taken to ensure each participant's free and voluntary consent is obtained.*

End of section 4

SECTION 5 – Processes of research governance and ethical review

40	Are there any potential conflicts of interest?
☒	No – *please skip to the next section.*
☐	Yes – *please describe in the space below.*

End of section 5

SECTION 6 – Attachments

Please use the checklist below for attachments you may be required to include as part of your application:

Item	N/A	No	Yes	Version	Date
Peer review documents	☒	☒	☐		
Protocol/research proposal	☐	☐	☒	V1	17/3/16
Recruitment material	☒	☐	☐		
Participant Information statement and consent form/s	☐	☐	☒	V1	
Student Information statement and consent form/s	☒	☐	☐	V1	11/3/16
Tutor Information statement and consent form/s	☒	☐	☐	V1	11/3/16
Questionnaires/survey instruments (list below)	☐	☐	☒		
Week 5 “stop, start, continue” online questionnaire	☐	☐	☒	V1	17/3/16
Week 14 online questionnaire Flipped Classroom Student Engagement Questionnaire	☐	☐	☒	V2.2	2016
Focus group questions and prompts	☐	☐	☒	V1	
Translations where languages other than English are used	☒	☐	☐		
Recruitment materials (list below)	☒	☐	☐		
Approval from the Radiation Safety Officer	☒	☐	☐		
CTN/CTX	☒	☐	☐		
Investigator brochure or Product Information (for drug intervention studies)	☒	☐	☐		
Research Data Management Plan	☐	☐	☒	V1	18/2/16
Working with Children’s Card	☒	☐	☐		
SOL Research Integrity Professional Development Program training certificate/s	☐	☐	☒		

NOTES

1. In the footer of all your documents (e.g. protocol, recruitment material, information statements and consent forms, questionnaires etc) you should include:
   - Name of the document
   - Version number
   - Date

2. Refer to the guidelines for Participant Information Statements and Consent Forms. Remember to include a phrase similar to the following:
   Curtin University Human Research Ethics Committee (HREC) has approved this study (HREC number XX/XXXX). Should you wish to discuss the study with someone not directly involved, in particular, any matters concerning the conduct of the study or your rights as a participant, or you wish to make a confidential complaint, you may contact the Ethics Officer on (08) 9266 9223 or the Manager, Research Integrity on (08) 9266 7093 or email hrec@curtin.edu.au.

3. Refer to the Curtin Brand website for information on advertising for recruitment. All forms of print media must contain the HREC approval number.

End of section 6

SECTION 7 – Certification and signatures

Please note forms sent by email using your curtin.edu.au address is a valid electronic signature and you do not need to physically sign the form. If you are the principal investigator send this form, and all relevant documents for submission, attached to an email to your Head of School or Area with a request to approve and forward the form to ethics support officer for your faculty leaving all correspondence in the email trail.

Alternatively you can obtain original signatures and physically submit the application to the Ethics Office, Room 108, Building 100. Please do not rely on internal mail for submission of documents.

Co-Investigators

I declare that:

- I have read the application and all associated documents and the information provided in this application is truthful and complete as possible.
- I undertake to conduct research in accordance with the approved protocol, the most recent National Statement on Ethical Conduct in Human Research, relevant legislation and the policies and procedures of Curtin University.

If it is not possible to obtain sign-off of a CI using an original signature, please attach to this form a copy of an email from the CI confirming all points above. The email **MUST** be sent from their institutional email address with their name, title, email and institution in the signature line. Gmail, Hotmail, Yahoo etc., address **WILL NOT** be accepted. Curtin students **MUST** use their curtin.student.edu.au address.

Name	Signature	Date
AI 1		
AI 2		

Principal Investigator

I declare that:

- The information provided in this application is truthful and as complete as possible.
- I undertake to conduct research in accordance with the approved protocol, the most recent National Statement on Ethical Conduct in Human Research, relevant legislation and the policies and procedures of Curtin University;
- Where I am the Project Supervisor for research described to be conducted by a student of Curtin University, I declare that I have provided guidance to the student in the design, methodology and consideration of ethical issues of the proposed research; that the student has received the relevant research and ethics training for this project; and, that I will monitor the project during data collection.
- I make this application on the basis that the information it contains is confidential and will be used by Curtin University for the purposes of ethical review and monitoring of the research project described herein, and to satisfy reporting requirements to regulatory bodies. The information will not be used for any other purpose without my prior consent.

Name:	PI	**Date:**	
Signature:			

Head of School/Area

Where the Head of School/Area or nominee has a conflict of interest with the proposed research, e.g. an investigator on the project, a member of the research group, or a personal relationship to any member of the research team, this Declaration is to be completed by the Deputy Head).

I declare that:

- I am satisfied that the research proposal is ready for submission for ethics approval.
- The resources to undertake this project are available.
- The researchers have the skill and expertise to undertake this project appropriately.

Name:	[Head of School]	**Date:**	
Signature:			

End of Form

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McWilliam, E. (2009). Teaching for creativity: from sage to guide to meddler. *Asia Pacific Journal of Education, 29*(3), 281-293.
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