

**RAD Form (Postgraduate Qualifications Only)**

**APPLICATION FOR APPROVAL OF RESEARCH ACTIVITY**

*RETURN the completed form to the Research Ethics & Approvals Committee,* [*REACapprovals@eit.ac.nz*](mailto:REACapprovals@eit.ac.nz)

1. **Applicant details**

|  |  |  |
| --- | --- | --- |
| 1.1 | Name of Applicant(s) |  |
| 1.1a | Applicant’s email address |  |
|  |  |  |
| 1.2 | Applicant enrolled qualification |  |
|  |  |  |
| 1.3 | School and Faculty |  |
|  |  |  |
| 1.4 | Contact Phone |  |
|  |  |  |
| 1.5 | Supervisor(s) |  |
| 1.5a | Supervisor(s) email addresses |  |
|  |  |  |
| 1.6 | Project Title |  |
|  |  |  |
| 1.7 | Project Start Date and Duration |  |

2. **Research Outline**

A research proposal may be requested by the committee.

2.1 Aims/objectives/hypotheses of project *(describe in plain language, free from jargon)*

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2.2 Participants *(include information on the participant population, inclusion and exclusion criteria, number and age range of participants, method of recruitment and any payment or reward offered)*

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2.3. Explain the data collection methodology *(submit questionnaires, interview / focus group questions, etc., who will actually collect the data, where will data collection actually take place.)*

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2.4 Data analysis and storage *(explain your data analysis procedures and data storage and retention plan)*

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2.5 How will the data be reported, and to whom? *(what reports, presentations and/or publications are planned)*

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3. **Will the research**

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| --- | --- | --- |
| 3.1 | Collect confidential, personal or financial information? | |
| Yes | *(Type here and explain why you are collecting this information, who will have access to it)* | No |
| 3.2 | Involve more than minimal risk? | |
| Yes | *(Type here and explain what these risks are and how you plan to control and minimise them)* | No |
| 3.3 | Involve vulnerable participants? | |
| Yes | *(Type here and outline who the vulnerable participants are, how you will ensure they understand the project and you are able to gain consent)* | No |
| 3.4 | Record research participants on audio or videotape? | |
| Yes | *(ensure participants are aware of recording, have consented to participate knowing this, and explain here how you will handle confidentiality, anonymity and storage of the recordings)* | No |
| 3.5 | Involve or impact upon Maori? | |
| Yes | *(if the purpose is to draw comparisons with Māori, or if the results will have clear implications for Māori, indicate here the consultation you have undertaken and how you will involve Māori in the project. If your research involves working with Māori communities, indicate how you will access those communities and how you will ensure participation.)* | No |
| 3.6 | Use of proprietary internet survey software (e.g. Google Forms, SurveyMonkey, Zoomerang) | |
| Yes | *Any staff or graduate students who develop internet-based surveys as part of their research at EIT must complete the Internet Survey Software Agreement form included with this document* | No |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of the Applicant: |  | Date: |  |
|  |  |  |  |
| Principal Supervisor Signature |  | Date: |  |

**Use of Proprietary Internet Survey Software (e.g. Google Forms, Zoomerang, SurveyMonkey™)**

Any staff or graduate students who develop internet-based surveys as part of their teaching or research at EIT must agree to the following in addition to the standard EIT Computer Use Policy above:

• All text entered into the survey software must have been put through spell checking software.

• The final version of any research surveys must be approved by the EIT Research Ethics and Approvals Committee.

**Specific requirements for SurveyMonkey™ users:**

At EIT, SurveyMonkey™ software is provided for the use of staff and students (hereinafter referred to as ‘Users’) with approved research proposals. Within the software it is not possible to provide individually-accessible folders for surveys, which means all of the surveys are accessible by any User. This then requires Users to be extremely careful when editing, downloading or deleting surveys, so that they do not modify or delete someone else’s survey.

**Requirements for use of the EIT SurveyMonkey™ software:**

• Users must utilise EIT provided templates (below) for survey invitations and instructions unless agreed otherwise with the EIT Research Ethics and Approvals Committee.

• Users will remove their survey and data from SurveyMonkey™ when their project is complete.

• Student User’s right to use the EIT version of SurveyMonkey™ ends when the student is no longer enrolled as an EIT student.

• Users must not open, modify or delete any other user’s survey(s).

• Surveys will be deleted at a timeframe agreed with the EIT Research Ethics and Approvals Committee.

**AGREEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (EIT student ID#)

agree to abide by the requirements for the use of proprietary internet survey software.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TEMPLATE**

**Required first page of an internet survey:**

You are invited to participate in a research project being conducted by <<your name>>, a <<qualification being sought>> student at the Eastern Institute of Technology.

The aim of this study is <<enter study aim or aims>>

The title of the study is:

<<study title>>

This survey is anonymous. No one, including the researcher, will be able to associate your responses with your identity. Please do not indicate in your responses your name, institution or geographic region. Your participation is voluntary and you may choose to stop responding at any time during the survey.

The completion of the survey indicates your voluntary agreement to participate in this research project and <<any other inclusion/exclusion criteria>>.

Ethical approval has been granted by <<ethical approval granting body>>. (Approval Number <<number>>)

Questions regarding this study can be directed to <<your name>> at <<your contact information>> or <<your supervisor’s name>> at <<supervisor’s email address>>.

This survey will close on <<day and date>>

**TEMPLATE**

**Required last page of an internet survey:**

The last page of the survey should have a final question:

I consent to participate in this survey: Yes No

Then thank your participants and provide any additional information regarding where to find results of the survey, etc. Finish with your name and contact/email information.