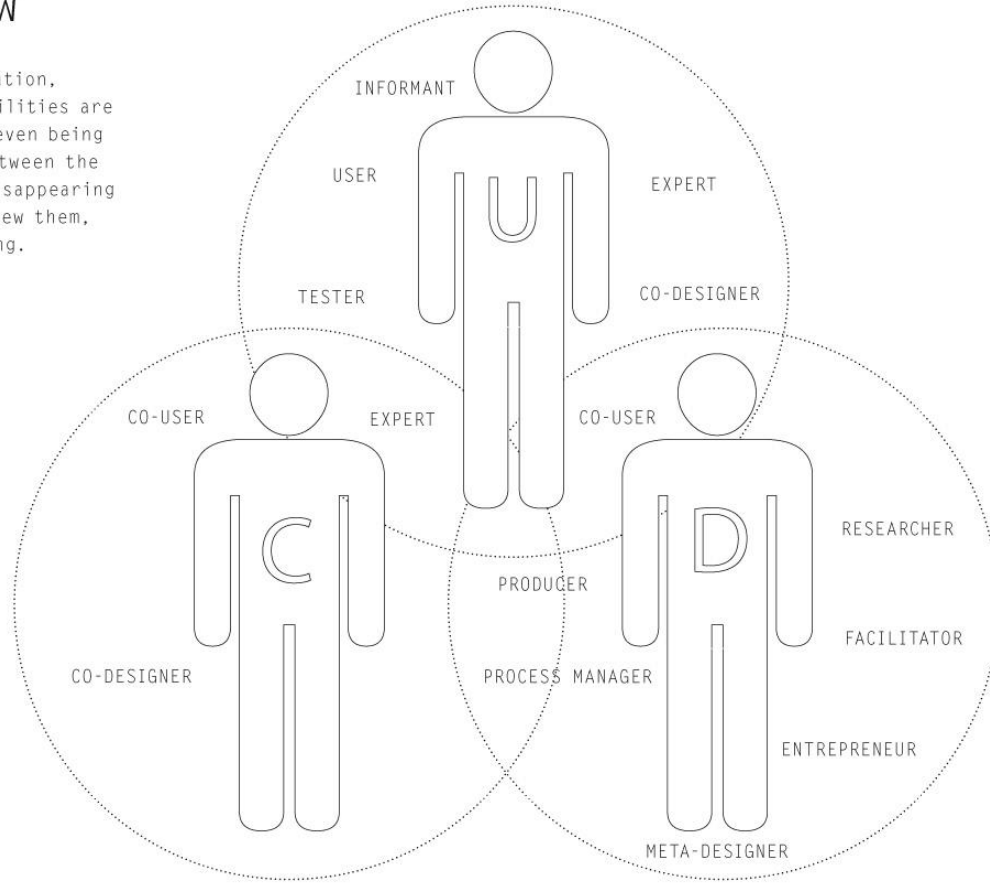


THE NEW VIEW

In the new view of co-creation, these roles and responsibilities are interacting, merging, or even being swapped back and forth between the parties; some roles are disappearing in the form in which we knew them, and new roles are appearing.



ethics

STEPS FOR STUDENTS TO COMPLY WITH LOW RISK ETHICS

1)ATTEND ETHICS PRESENTATION BY LECTURER

2)READ:[Code of Ethics](#). This code is on the MUHEC website and all applications to MUHEC and the College Ethics Committee should be consistent with this code.

2)ANSWER: *Screening Questionnaire* (ATTACHED TO THIS PDF, YOU NEED TO ANSWER 'NO' TO ALL QUESTIONS)The screening questionnaire is to help determine the type of approval or review procedure to be followed.

3)IF YOU ARE WORKING WITH PEOPLE:

a)COMPLETE AN information sheet(s),

b)consent forms(s) (SEE STREAM FOR Massey TEMPLATE) give to all participants and SUBMIT **ALL NON CONFIDENTIAL INFO TO THIS [LINK](#)** (ethics tab at the bottom)

SUBMIT **CONFIDENTIAL** INFO DIRECT TO LECTURER.

1)

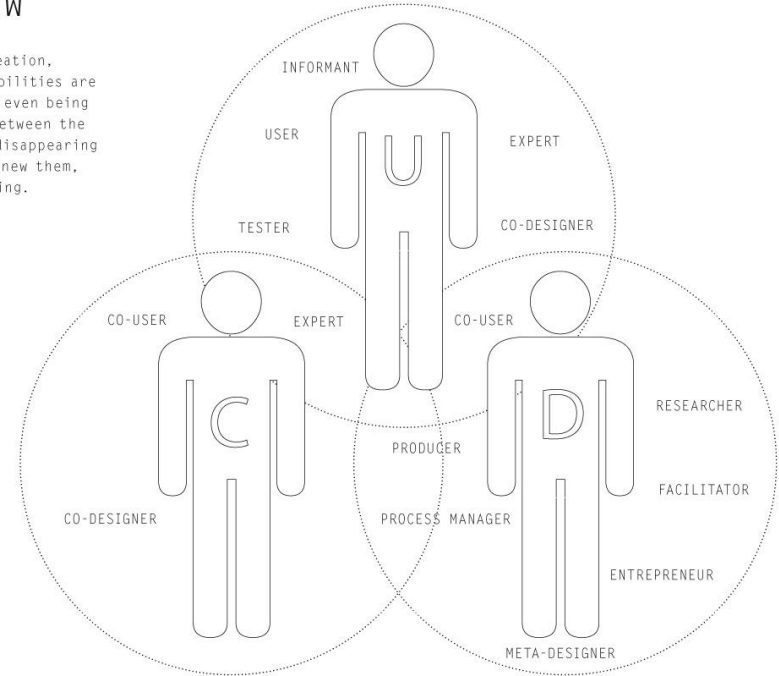
READ:

Code of Ethical Conduct for Research, Teaching and Evaluations involving Human Participants (310 KB)

[Massey site for Ethics code](#)

THE NEW VIEW

In the new view of co-creation, these roles and responsibilities are interacting, merging, or even being swapped back and forth between the parties; some roles are disappearing in the form in which we knew them, and new roles are appearing.



2. Screening questionnaire

All students need to answer 'no' to **ALL** questions below

Low risk application

Does your research include:

- a) Situations where the researcher may be at risk of harm?
- b) Use of a questionnaire or interview, whether or not it is anonymous, which might reasonably be expected to cause discomfort, embarrassment or psychological or spiritual harm to the participants?
- c) Processes that are potentially disadvantageous to a person or group, such as the collection of information which may expose a person / group to discrimination?
- d) Collection of information of illegal behavior(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?
- e) Collection of blood, body fluid, tissue samples or other samples?
- f) Any form of exercise regime, physical examination, deprivation?
- g) The administration of any form of drug, medicine (other than in the course of standard medical procedure), or placebo?
- h) Physical pain, beyond mild discomfort?

continued..

2)All students need to answer 'no' to ALL questions below

- i)Any Massey University teaching which involves the participation of Massey University students for a demonstration of procedures or phenomena which have potential for harm.
- j)Participants whose identities are known to the researcher giving oral consent rather than written consent, other than for cultural reasons .
- k)Participants who are unable to give informed consent.
- l)Research on your own students / pupils.
- m)The participation of children (seven (7) years old or younger).
- n)The participation of children under sixteen (16) years old where active parental consent is not being sought.
- o)Participants who are in a dependant situation, such as nursing home or prison, or patients highly dependent on medical care.
- p)Participants who are vulnerable.

continued..

2) All students need to answer 'no' to ALL questions below

q) The use of previously collected identifiable personal information or research data for which there was no explicit consent for this research.

r) The use of previously collected biological samples for which there was no explicit consent for this research.

s) Any evaluation of organisational services or practices where information of a personal nature may be collected and where participants or the organisation may be identified.

t) Deception of the participants, including concealment or covert observations.

u) Conflict of interest situation for the researcher. e.g. Is the project funded or supported in any way that might result in a conflict of interest, do any of the researchers have a financial interest in the outcome, or is there a professional or other relationship between the researcher and the participants?

v) Payments or other financial inducements (other than reasonable reimbursement of travel expenses or time) to participants. *No
Yes

w) A requirement by an outside organisation (e.g. a funding organisation or a journal in which you wish to publish) for Massey University Human Ethics Committee approval.

x) I wish to submit a full application for Training / Education purposes

IF YOU CANNOT ANSWER NO TO ALL QUESTIONS ABOVE YOU MUST CONTACT YOUR LECTURER AND WE MUST ADJUST YOUR PROJECT SO IT FITS WITH LOW RISK CRITERIA.

3) IF YOU ARE WORKING WITH PEOPLE:

a) COMPLETE AN information sheet(s),

b) consent forms(s) (SEE STREAM FOR Massey TEMPLATE) give to all participants and SUBMIT ALL NON CONFIDENTIAL INFO TO THIS [LINK](#) (ethics tab at the bottom)

SUBMIT CONFIDENTIAL INFO DIRECT TO LECTURER.

Format for Information Sheet

An Information Sheet is written in the form of a **customised** letter of invitation to each target group of research participants. It must contain all the information potential participants need in order to make an informed decision about whether or not they wish to participate in your research.

So that potential participants understand the nature of the proposed research, the Information Sheet must be written in language suitable for each target group, avoiding unnecessary specialist terminology.

To facilitate fully informed consent, an Information Sheet will typically contain the following sub-sections: (i) the researcher's personal introduction; (ii) a description of the project and an invitation to participate in the research; (iii) details of participant identification and recruitment; (iv) a concise description of each of the research procedures and the overall time commitment; (v) an explanation of how data will be gathered, stored, used and disposed of; (vi) a list of participants' rights; (vii) researcher and supervisor contact details; and (viii) compulsory statement(s).

The Information Sheet is distributed as part of the initial approach to potential participants. They use it both to inform their decision about participation and for reference during the research. The Information Sheet must therefore be separate from the Consent Form.

Prepare your Information Sheet/s based on the format on the next page remembering that it is an invitation to participate. The format indicates the different items of information that a prospective participant might need. However this will of course vary depending on the details of the specific research project. Please adjust the Information Sheet to the requirements of your specific project.

Please proof read to eliminate spelling and grammatical errors.

Project Title

INFORMATION SHEET

Researcher(s) Introduction

Include the name(s) of the researcher(s), and the type and purpose of the project. If the research is a student project, include the name of the degree. Staff researchers should include details of relevant qualifications and academic unit affiliation.

Project Description and Invitation

Include the following:

- *A brief summary of the project.*
- *An invitation to participate in the research (do not assume participation.)*

Participant Identification and Recruitment

Include details regarding:

- *Recruitment method.*
- *Method of obtaining participant names (where relevant).*
- *Selection criteria (where relevant).*
- *Exclusion criteria (where relevant).*
- *Number of participants to be involved and the reason for this number.*
- *Number of participants in the control group (where relevant).*
- *Details of compensation/reimbursement of expenses/payments offered for participation (where relevant).*
- *Description of discomforts or risks to participants as a result of participation.*

Project Procedures

Include details regarding:

- *The procedures in which participants will be involved.*
- *The time involved.*
- *Any conflict of financial interest and/or role.*
- *Any support processes in place to deal with adverse physical or psychological risks (where relevant).*

Data Management

Include details regarding:

- *Use of data.*
- *What will happen to the data when it is **obtained**.*
- *Storage and disposal of data.*
- *Method for accessing a summary of the project findings.*
- *Method for preserving confidentiality of identity (if offered).*

Participant's Rights

The following Statement of Rights must be included:

You are under no obligation to accept this invitation. If you decide to participate, you have the right to:

- *decline to answer any particular question;*
- *withdraw from the study (specify timeframe);*
- *ask any questions about the study at any time during participation;*
- *provide information on the understanding that your name will not be used unless you give permission to the researcher;*
- *be given access to a summary of the project findings when it is concluded.*

If recording individual interviews, include the statement:

- *ask for the recorder to be turned off at any time during the interview.*

If an anonymous Questionnaire is used, replace the above rights with the statement:

- *Completion and return of the questionnaire implies consent. You have the right to decline to answer any particular question.*

Project Contacts

- *Include the names and contact details of the researcher and supervisor.*
- *Invite participants to contact the researcher(s) and/or supervisor(s) if they have any questions about the project.*

All information sheets must contain:

3. **LOW RISK NOTIFICATIONS**

The following statement is compulsory and MUST be included:

"This project has been evaluated by peer review and judged to be low risk. Consequently, it has not been reviewed by one of the University's Human Ethics Committees. The researcher(s) named above are responsible for the ethical conduct of this research.

If you have any concerns about the conduct of this research that you wish to raise with someone other than the researcher(s), please contact Dr Brian Finch, Director, Research Ethics, telephone 06 356 9099 x 86015, email humanethics@massey.ac.nz".

Format for Participant Consent Form

A Consent Form is the equivalent of a legal document that has been signed by the participants agreeing to participate in the research as described in the Information Sheet. This is an important legal protection for the researcher and Massey University as well as for participants. The researcher is responsible for the safe keeping of this document. The Consent Form should be separate from the Information Sheet.

Safekeeping, confidentiality and eventual disposal of Consent Forms are the responsibility of the researcher. Signed Consent Forms should be retained until such time as the data is disposed of, after which shredding is in order.

Consent Forms associated with teaching programmes should be kept indefinitely.

Where the consent is being given for the participation of some other person in a research project (e.g. parent/guardian consenting to a child's participation), this should be made clear in the wording of the Consent Form. The name of the participant and their relationship to the person giving consent should be clearly stated.

Note: if the use of a Consent Form is considered inappropriate in the particular circumstances of a research project, then the reasons must be presented to a Massey University Human Ethics Committee.

Prepare your Participant Consent Form based on the formats on the next two pages.

[Print on Massey University departmental letterhead]
[Logo, name and address of Department/School/Institute/Section]

Project Title

PARTICIPANT CONSENT FORM - INDIVIDUAL

I have read the Information Sheet and have had the details of the study explained to me. My questions have been answered to my satisfaction, and I understand that I may ask further questions at any time.

I agree/do not agree to the interview being sound recorded. *(if applicable include this statement)*

I agree/do not agree to the interview being image recorded. *(if applicable include this statement)*

I wish/do not wish to have my recordings returned to me. *(if applicable include this statement)*

I wish/do not wish to have data placed in an official archive. *(if applicable include this statement)*

I agree to participate in this study under the conditions set out in the Information Sheet.

Signature: **Date:**

Full Name - printed

SUBMIT ALL NON CONFIDENTIAL INFO TO THIS LINK
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