

Human Research Ethics

Last updated December 2004

Information Sheet #1

External human research conducted at Griffith University

Contents

- 1.0 [Introduction](#)
- 2.0 [Does external research conducted at Griffith need ethical clearance?](#)
- 3.0 [How is external research approved at Griffith?](#)
- 4.0 [Responsibilities of researchers](#)
- 5.0 [Further advice](#)

1.0 Introduction

Griffith University is frequently approached about the conduct of human research with our students as staff as participants. This information sheet is an articulation of the University policies and procedures in relation to the authorisation and conduct of this research.

The University complies with the [National Statement on Ethical Conduct in Research Involving Humans](#). The University takes its responsibilities to students and staff seriously and expects the highest ethical standards in the conduct of research.

As a research institution itself, the University supports the value of conducting research on our students or staff. However, the University reserves the right to withhold permission for the conduct of such research on ethical grounds, because of other regulatory or governance considerations, or because of not wishing to place unreasonable burdens on students or staff (eg permission may be withheld because the potential participants are, or have recently been, the participants in other research).

[BACK TO TOP](#)

2.0 Does external research conducted at Griffith need ethical clearance?

Proposed research on Griffith University students or staff must comply with the [National Statement](#), or it will not be granted University permission. In practice, this means the research team must have ethical clearance from their own institution's Human Research Ethics Committee (HREC). If the institution where the research team is based does not have a properly constituted HREC, the University will decide whether it is still appropriate to authorise the conduct of the research (see section [3.0](#) of this sheet).

Where the research team includes a Griffith University researcher, the proposed research must be submitted for prior review by the Griffith University HREC. Refer to www.griffith.edu.au/or/ethics/humans to access the *Griffith University Research Ethics Manual*, forms, committee details and other information. Much of these documents are limited to Griffith University access, so will only be accessible by the Griffith member of the research team.

Where the research team does not include a Griffith University researcher, the proposed research is subject to the arrangements outlined in section [3.0](#) of this sheet. In most cases such research will not require Griffith University HREC approval.

[BACK TO TOP](#)

3.0 How is external research approved at Griffith?

A very short form is completed by the research team. This form is available from www.griffith.edu.au/or/ethics/humans > select Forms > select External application from research at Griffith.

The following documentation must be attached to the form:

- indication of ethical clearance from the external researcher's own institution (eg approval letter or certificate);
- the ethical clearance form, as reviewed and approved by the applicant's own institution;
- details of the instrument to be administered at Griffith University (eg indicative questions from the survey / interview);
- copies of any recruitment materials; and
- copies of the informed consent mechanism.

The form and attached materials are submitted to the Manager, Research Ethics (Office for Research, Bray Centre, Nathan Campus). The Manager, Research Ethics prepares a briefing note for the reviewer.

The form, attached matter and briefing note are forwarded to the appropriate authorising officer (see below)¹ for decision and signature.

Staff as participants – Pro-Vice-Chancellor (Administration)

Multiple cohorts of students across more than one faculty – Pro-Vice-Chancellor (Administration)

Multiple cohorts of students across more than one element within the same faculty – Dean or relevant Pro-Vice-Chancellor

Students within one element within the same faculty – Head of element

The decision of the reviewer is returned to the Office for Research for filing. The Office for Research corresponds with the external researcher and maintains records of the approval.

[BACK TO TOP](#)

4.0 Responsibilities of researchers

The following standard conditions apply to all external research approved under these arrangements:

1. Comply with the [National Statement](#) and any conditions attached to the agreement.
2. Conduct the research as agreed to by Griffith University.
3. Immediately notify the Manager, Research Ethics of any unexpected serious adverse events.

¹ The presence of significant ethical issues or risks in a project may necessitate review by the Pro-Vice-Chancellor (Administration), even if the participant cohort was limited to one faculty or element. This would be determined by the Manager, Research Ethics, using the test articulated by the *Expedited Review Checklist*.

4. Immediately notify the Manager, Research Ethics if the risks associated with the research are no longer balanced by the benefits.
5. Immediately notify the Manager, Research Ethics of any complaints or concerns about the ethical conduct of the work at Griffith University.
6. Immediately notify the Manager, Research Ethics of any change in the ethical clearance status of the work.
7. Immediately notify the Manager, Research Ethics if any other events or issues come to light that might have an impact upon the continued ethical acceptability of the research.
8. Notify the Manager, Research Ethics of any variations to the research, as agreed to, and whether this variation has been approved by the HREC that originally reviewed the research.

[BACK TO TOP](#)

5.0 Further advice



Any further questions about the approval for, and conduct of external research on Griffith University students or staff should be directed to the Manager, Research Ethics on 07 3735 5585 or to research-ethics@griffith.edu.au.

[BACK TO TOP](#)