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| ***Research Ethics Application*** |
| ***Waik_Word_RGB_H_1Black***  *Te Kāhui Manu Tāiko* Private Bag 3105  *Human Research Ethics Committee* Hamilton 3240  **Te Pua Wānanga ki te Ao** Phone: 64-7-838 4737  **Faculty of Māori and Indigenous Studies** E-mail: fmis@waikato.ac.nz |

Before applying for approval applicants must familiarise themselves with the Ethical Conduct in Human Research and Related Activities Regulations in the University Calendar <http://calendar.waikato.ac.nz/assessment/ethicalConduct.html>.

This form is to be completed by staff and students doing research **prior to** the collection of any data. Applications should also be made for research in which re-analyses of individual data was collected, for another purpose.

N.B. Completing this form is not necessary if no people are involved in the research as participants.

Upon completion of this form please submit to/or email your form to the FMIS reception [fmis@waikato.ac.nz](mailto:fmis@waikato.ac.nz). An electronic (WORD or PDF format) copy is preferred. Upon approval of this research project, a letter confirming approval from the Committee will be sent to you. N.B. If the research method is amended in any way from that which has been approved, an Application for Ethical Approval from the Te Kāhui Manu Tāiko, Human Research Ethics Committee must be resubmitted, noting the change.

Te Kāhui Manu Tāiko, is a term associated with the responsibility of a leader to look out for the interests of their community. In this context we use the term to refer to the responsibility bestowed upon the committee and its members to ensure that ethical standards are maintained, and that the safety and interests of the participants, the students, the Faculty and the University are considered throughout the course of a research project.

As the Faculty’s and one of a number of delegated Human Research Ethics Committees, we review the ethical appropriateness of proposed research particularly as it affects Māori and Indigenous peoples. The Codes of Ethics of a number of academic groups have been used for guidance.

***Checklist***

\*\* Only submit this application form when the checklist and the Application Cover Sheet is signed and completed.

### Personal details (on Application Cover Sheet) Academic Details (on Application Cover Sheet)

Consent Form (attached) Signatures (where required)

Research Information Sheet (attached) Interview Questions, Survey etc. (draft attached)

\*\* Applicants should allow at least two to three weeks for their application to be reviewed in the first instance.

***Background – He aha te whakapapa o tēnei rangahau?***

Project Title:

Brief outline of the research topic:

Brief outline of research methods:

***Participants – Ko wai ngā kaiuru***

1. Who will be the participants?
2. How many participants will there be?
3. How will the participants be:
4. Selected?
5. Recruited?

***Consent – Kei a wai te mana?***

1. How will participants give their consent?
2. When will this consent be given?
3. It is expected that participants be informed of the right to withdraw from the research at any stage and the conditions for withdrawal. If this will not be possible, please explain.
4. If the participants are unable to give consent on their own behalf what provisions are being made to obtain consent?

***Research design – Me pēhea e tika ai?***

1. Will participants be selected on the basis of their ethnicity, iwi, culture, gender, or sexuality? YES / NO

If YES, explain how the selection process ensures that no person or group will feel offended by either their inclusion in or their exclusion from the research.

1. Where will the research be carried out?
2. What procedures will be carried out? (Please attach interview, questionnaire or survey items. These may be in draft form).
3. Are there any potential risks or discomforts to participants?
4. Will the research make comparisons between groups of participants on the basis of their culture, ethnicity, iwi, gender, sexual orientation, religion or ethical belief?

YES/ NO

If YES;

1. How will the individuals be categorised into specific groups?
2. What steps have been taken to ensure that neither the conduct of the research, nor its outcomes, will unfairly affect the participants?

***Cultural safety – Mā wai e manaaki?***

1. Will any participants differ from the researcher in any significant way relevant to the research? e.g. culture, ethnicity, iwi, gender, sexual orientation, etc?

YES / NO

If YES, what procedures will be used to ensure that involvement in the research is culturally safe and non-offensive for the participants?

1. What steps have been taken to preserve confidentiality?
2. Who else will see any information provided by the participants which is linked to the participants’ names?
3. Are you associated with the participants in any way that might influence the ethical appropriateness of your conducting this research (e.g. employer/employee, supervisor/worker, personal relationship etc)

YES / NO

If YES, how do you intend to manage this?

1. Will participants receive material benefits from the research, such as payment of any kind for taking part, or reimbursement of expenses? Please specify.

(NOTE: Researchers in the Faculty of Māori and Indigenous Studies are encouraged to consider ‘koha’ in the form of kai, to participants.)

1. What provision is there to provide participants information about the outcome of the research?
2. What will happen to the data after the completion of the research?
3. What has been done to ensure that the research procedures are not likely to be insensitive or cause offence (e.g. to specific ethnic, gender or age groups) or as not to waste the time of the participants?
4. Does the research involve any concealment of information or deception? YES / NO

If YES, please explain why this is necessary.