Research Office use only

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UNIVERSITY OF WOLLONGONG/ILLAWARRA AREA HEALTH SERVICE

HUMAN RESEARCH ETHICS COMMITTEE

INITIAL APPLICATION FOR APPROVAL TO UNDERTAKE RESEARCH INVOLVING HUMAN PARTICIPANTS

(A separate application is required for each project)

Please answer questions in terms understandable to the layperson.

1. Descriptive Title of Project: Media, war and peace: student interviews

2. 7 line summary of project aims:

Students in STS390, "Media, war and peace," will learn how organisations can respond to queries about war, peace, violence and nonviolence.

3. Name Position/Appointment Institution Qualifications
Chief Investigator(s) (Academic or Professional)

Address for Correspondence (1st named investigator):

Professor Brian Martin

School of Social Sciences, Media and Communication

Faculty of Arts

University of Wollongong

Contact Phone Number: 3763 Fax: 5341 Email: bmartin@uow.edu.au

Other Participating Researchers: (names/address/contact details of other researchers working on this project)

n/a

4. Where will potential participants be approached by the researchers to seek their participation in the research and where will research activities involving participants be conducted:

Students, working in teams, will approach members of local organisations, and members of the general public, and undertake interviews at locations requested by the participants. Students will be instructed to use personal contacts in organisations and to approach members of the public already known to team members, such as family, friends and neighbours.

Purpose and Funding of Project

5.a This is student research (subject)

Course undertaken: STS390
Unit/ Faculty/Department: Arts Faculty
Subject coordinator: Brian Martin

5.b What is the source and amount of funding from all sources for this research?
None

5.c Is there any affiliation or financial interest between the sponsor/funding body and the researcher(s) or supervisor associated with this research? n/a

5.d Are there any conditions placed on this research by the funding body? (please provide details) n/a

5.e Is a copy of the HREC approval to be forwarded to the Granting Body? n/a

6. Has this research project been reviewed by any other Institutional Ethics Committee? (for example multi-centre research) NO

7. Research Categories

Please mark the research categories relevant to this research proposal. See guidelines for descriptions of the categories. At least one category should be marked for each grouping. For "Other", please specify.

If your research only involves participants and research procedures from a-d under A Participants and B Research Procedures Used, it may be open to expedited review by the Chair of the HREC. In that case, submit only one copy of your application (please see guidelines regarding expedited review).

A Participants

a. Healthy members of the community

Students will be informed about at-risk categories and instructed to only approach potential interviewees who are in none of these categories.

Expected age(s) of participants Adults (> 18)

B Research procedures used

h. Interviews (semi-structured)

C Research areas

a. Qualitative research

8.a Does the project involve the use of drugs? NO
8.b Does the project involve the use of a surgical or other therapeutic device? (please detail) NO

9. Justify the design of your proposed research and describe what you want participants to do.
Please provide an explanation, in terms understandable by a non-expert reader. For student researchers, please provide (in no more than 2 pages) the background to this project (Attach extra sheets if necessary)

For the project in STS390, "Media, war and peace," students are requested to:

> Undertake a project involving a case study using a war/peace/violence/nonviolence theory or concept covered in the subject, or another theory with your teacher's approval. For example, you might examine war reporting using Cerulo's framework or assess a peaceful protest using nonviolence theory.
>
> Format: Prepare a response pack for an organisation for dealing with possible comments or queries from the media, clients, employees/employers or some other group. The pack is for internal use by members of an actual organisation, such as a business, church, government body, charity, trade union, sporting club or action group — but not a media organisation or an organisation connected to the university. The pack should include information and arguments that help organisation members to respond to potential enquiries or comments.
>
> The pack can be a written text, a powerpoint show, a leaflet, a poster or any other format that is suitable for the organisation. For a written text, the maximum length is 1000 words. Other formats should cover the equivalent of 1000 words. Use footnotes to give references and to explain points that are complex or not fully treated in the text. (Footnotes do not count in the word total.) When using graphics, include acknowledgement of sources (e.g. web addresses).
>
> Your case study can be historical or contemporary. Normally it will be different from the issues likely to confront the organisation.
>
> For example, you might prepare a pack for a MacDonald's restaurant for dealing with patron questions about company connections with military activities, using the concept of the military-industrial complex and the case study of General Electric. You might prepare a pack for Greenpeace for responding to questions from Buddhist groups, using the concept of enlightenment and the case study of Thich Nhat Hanh.
>
> In developing the pack, you should talk with members of the organisation to find out what sort of information would be useful to them in responding to comments and queries. You should also talk with members of the organisation's target audiences — typically members of the general public — about issues they might raise concerning the organisation.

The main purpose of the interviews is to give students experience in collecting and preparing information in a way that is relevant to members of an organisation.

10. Please provide a brief statement of the ethical considerations relevant to the proposed research; specifically in relation to the participants' welfare, rights, beliefs, perceptions, customs and cultural heritage both individual and collective. (Attach an extra sheet if necessary)

Students will be asking adult local community members, none in at-risk groups, about their views about questions that organisations might receive concerning war, peace, violence and nonviolence and how organisation members might respond to such questions. Interviewees

will not be asked about their own personal experiences: the focus is on how organisations respond to queries. Even so, some topics concerning violence potentially might be distressing for some interviewees. To minimise the risk, the following text concerning this assessment task will be included in the subject outline.

> **Interview protocol**
> Your focus in talking to organisation members and audiences is on queries that the organisation might receive and how to respond to them. You should take care in discussing any issue that might cause distress. You are not probing anyone's personal experiences of violence, but rather asking about issues that might be raised with the organisation and how responses might be formulated. For topics dealing with peace and nonviolence, there is less risk of causing distress.
>
> In all cases, you are to talk only with adults who are not in a vulnerable category (such as being unemployed or in prison). Participant information sheets, interview consent forms and sample questions will be provided, and ethical and practical aspects of interviewing covered in class.

11. Referring to the categories of participants to be involved in this project identified in question 7, above, What is the rationale for selecting participants from this/these group/s?

Most of the students in STS390 are doing the Bachelor of Communication and Media Studies, with specialisations in either journalism or advertising/marketing. They are likely to obtain jobs involving communication and have to deal with client groups. Many of them already have interviewing experience. Therefore it will be useful for the students to obtain additional experience in dealing with potential clients (organisation members in the assignment) and members of the general public (audiences in the assignment).

12. How will potential participants be approached initially and informed about the project? Please explain in detail and include copies of any letters, advertisements or other recruitment information. (e.g. direct approach to people on the street, mail-out to potential participants through an organisation, posters or newspaper advertisements, etc)

Students, working in small teams, will approach organisations and likely audiences of the organisations. Going by past experience, most of the teams will approach organisations via someone already known to a team member. They will find out from organisation members about likely audiences and approach audience members — most likely to be members of the general public — again via someone already known to a team member.

13. How many participants in total do you anticipate will be involved in the project? If the research has several stages involving different participants, please provide the total number of participants expected as well as the number of participants involved in each stage.

I anticipate the enrolment in STS390 will be about 110, and that students will conduct about 250 interviews in total.

14. Participant Consent
Attach copies of any letters of invitation, information packages, consent forms, proxy/substitute consent forms, debriefing information, identification cards, contact detail cards, etc.

See attached information sheet and consent form (combined on one page, with the consent form to be torn off) and model questions.

14 a. Is it anticipated that all participants will have the capacity to consent to their participation in the research? YES

14 b. For participants who have the capacity to consent, how does the process ensure that informed consent is freely obtained from the participant?

Participants will read and sign a consent form before interviews commence.

14 c. Will written consent from participants be obtained? YES

15. Are any participants in a dependant relationship with the researcher, the institution or the funding body (for example the researcher's clinical clients or students; employees of the institution; recipients of services provided by the funding body)? NO

16. How does the project address the participants' freedom to discontinue participation?

They can discontinue at any time.

Will there be any adverse effects on participants if they withdraw their consent? NO

Will they be able to withdraw data concerning themselves if they withdraw their consent? YES

17. Does the project involve withholding relevant information from participants or deceiving them about some aspect of the research? NO

18. Will participants be paid or offered any form of reward or benefit (monetary or otherwise) for participation in the research? NO

19. Confidentiality:
What measures will be taken to protect the privacy of individual subjects in terms of the test results and other confidential data obtained (both in recording the data and in its publication)?

The identity of the interviewees will be known only to the interviewers and, in the case of those mentioned by name in reports, to the subject coordinator.

20. Will information collected from data or interview be published? NO

21. Will any part of the research activities be placed on an audiotape, film, photograph or video-tape? NO

22. How will the data (including questionnaires, surveys, computer data, tapes, transcripts and specimens) be held securely, during and on completion of the project?

At the completion of the subject, students will be requested to give their interview notes to the subject coordinator, who will keep them in a locked cabinet.

Please confirm that original data will be held securely for a minimum of 5 years (15 years for clinical research). YES

If NO, please give reasons why it would be unethical to store the data for this period.

23. Does the project involve the use of invasive procedures (e.g. blood sampling) or the risk of physical harm or emotional distress? NO

24. Does this project involve obtaining information (e.g. data) of a private nature from any Commonwealth/State/Local Government Department or any other Agency, including health records from Area Health Services. NO

25. Does the research intend to determine whether illegal activity has occurred or anticipate that participants may reveal information about criminal activity? NO

26. Period of Research Clearance Requested (Please specify as near as possible 'start' and 'finish' dates for the conduct of research):

FROM: 1 September 2008 TO: 3 November 2008

27. Are statistical issues relevant to this project? NO

28. Does this project involve the collection or use of personal health information or information relating to the provision of a health service to an individual? NO

29. Comments. If you would like to make any comment about the application or the application process please do so.

In class, before undertaking interviews, students will practise interviewing techniques and be informed about ethical dimensions of interviewing.

DECLARATION BY CHIEF INVESTIGATOR

I, the undersigned, have read the current National Statement on Ethical Conduct in Research Involving Humans:
http://www.health.gov.au/nhmrc/publications/synopses/e35syn.htm
and accept responsibility for the conduct of the research activities detailed in this application in accordance with the principles contained in the National Statement and any other conditions laid down by the University of Wollongong's Human Research Ethics Committee.

Chief Investigator's signature/s:

Date:

DECLARATION BY HEAD OF UNIT

As Head of Unit I have responsibility for ensuring that Occupational Health and Safety (OHS) issues surrounding research in the Unit are addressed.

(please tick all relevant boxes)

___ **I am satisfied that a general risk assessment for the research project addressed in this application has been completed adequately**
___ **I will ensure that a risk assessment specific to this application will be completed prior to commencing the activities described in this application**
___ **I will ensure that there exist appropriate mechanisms to address potential OHS issues that may arise and I have responsibility for implementing those mechanisms**
___ **I will ensure that mechanisms exist for ongoing assessment of the OHS issues related to this research**
___ **This research involves use of radiation, chemicals or biohazards. A Risk Assessment has been conducted and is attached to this application**

Head of Unit's Signature.....Date.....

NOTE: RESEARCH MUST NOT COMMENCE UNTIL APPLICATION HAS BEEN FULLY APPROVED.

CHECKLIST

Applications should be sent to the Ethics Officer, Human Research Ethics Committee, Office of Research, University of Wollongong, Northfields Ave, Wollongong NSW 2522

_____ **Original Ethics Application plus appropriate number of copies (See Guidelines)**

_____ **Consent Form(s)**

_____ **Participant Information Sheet/Package**

_____ **Copies of Questionnaire(s)/Survey(s) or Interview Questions**

_____ **Copies of all documents and other material used to inform potential participants about the research including advertisements and letters of invitation.**

_____ **Evidence of permission to conduct research in locations not associated with the University of Wollongong**

_____ **Evidence of approval/rejection by other HREC(s), including comments and requested alternations to the protocol**

_____ **Any form requiring signature by the HREC (one copy)**

_____ **For Clinical Trials : Application Form (original +14 copies), Patient Information Package (14 copies), Consent Forms (14 copies), Indemnity Form (14 copies), Protocols (14 copies), Advertisement (14 copies), Summary Sheet (14 copies), Budget (14 copies), Insurance information (if in Private Practice) (14 copies), Investigator's Brochure (5 copies), CTN or CTX Form (1 original copy)**

Form Revised Jan 2003