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| USQ_Ver_1_BW | University of Southern Queensland |
| **Quality Assurance and/ or Evaluation Activity Request** |

**1 Activity title**

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**2 Investigator details**

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| --- | --- | --- | --- |
| **Role** | **Staff/Student ID** | **Full Name**  *(inc title)* | **Contact Details**  *(inc email and mobile phone)* |
| Principal Investigator |  |  |  |
| Choose an item. |  |  |  |
| Choose an item. |  |  |  |
| Choose an item. |  |  |  |
| Choose an item. |  |  |  |
| Choose an item. |  |  |  |
| Choose an item. |  |  |  |
| Choose an item. |  |  |  |
| Choose an item. |  |  |  |

**3 Anticipated duration of the activity**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |  | End Date |  |

**4 Human Research Ethics requirement checklist**

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|  | **Yes** | **No** |
| Does the activity potentially infringe the privacy or professional reputation or participants, providers or organisations? |  |  |
| Are you using secondary data from QA or evaluation activities for another purpose? |  |  |
| Are you gathering information about participants that is beyond what is routinely collected? |  |  |
| Any testing of non-standard protocols or equipment? |  |  |
| Does the activities involve comparison of cohorts? |  |  |
| Does the activities involve randomisation or the use of control groups or placebos? |  |  |
| Are you conducting targeted analysis of data involving minority/ vulnerable groups whose data is to be separated out of the data collected or analysed as part of the activity?  i.e. A focus on Aboriginal and Torres Strait Islander peoples |  |  |

If you answered “yes” to any of the above questions, then Human Research Ethics approval is required before you may conduct this project.

**5 Using plain language, provide a succinct description of the background of the proposed activity**

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**6 What are the aims of the proposed activity?**

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**7 Outline the benefits as a result of this activity?**

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**8 What are the potential risks that participants may experience?**

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**9 How will the collected data be confidentially and securely stored? Who will have access?**

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**10 How will outcomes from the activity be reported?**

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**11 Who are the participants & where will these participants be recruited from?**

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**12 Outline the method of data use or collection**

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**13 Outline how consent will be obtained from participants.**

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**14 Principal Investigator Declaration**

I the undersigned declare that I:

* accept ultimate responsibility for the conduct of this activity in accordance with the principles outlined in the [University’s Guidelines: Evaluation activities involving USQ staff and students](Guidelines%20for%20Evaluation%20activities%20involving%20USQ%20staff%20and%20students%20(003).docx), and the [Ethical Considerations in Quality Assurance and Evaluation Activities (2014)](https://www.nhmrc.gov.au/about-us/resources/ethical-considerations-quality-assurance-and-evaluation-activities); and
* have ensured that all people involved in the conduct of this activity understand and accept their roles and responsibilities.

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| --- | --- | --- |
| **Name (please print)** | **Signature** | **Date** |
|  |  |  |

Attach the following documents

* Copies of the recruitment materials
* Invitation letters/ emails
* Information Sheets and consent forms

Submit your completed form to your Manager/ Head of Department/ Centre Director approval must be received prior to commencement of the activity.

**15 Manager/ Head of Department/ Centre Director** **Endorsement**

I the undersigned declare that I:

* endorse this activities undertaking;
* the investigative team has the required skills and expertise to undertake the activity appropriately.

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| **Name (please print)** | **Signature** | **Date** |
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