

## Human Research Project Flyer Checklist

This checklist includes items that should be included in a research project recruitment flyer and lists things to avoid. Researchers should be mindful that the flyer is representing the University and should aim to conform to branding requirements as appropriate.

### Include

1. Western Sydney University logo. Other branding if appropriate eg School /Institute or research partner. Check the university's branding guidelines at:  
<https://www.westernsydney.edu.au/marketingandcommunication/omc>
2. The recruitment text approved by the ethics committee. It should include:
  - a. Title of project
  - b. At least one researcher's name
  - c. Brief description of:
    - i. what the project is about
    - ii. participant characteristics required to be eligible, and/or indications of non-eligibility
    - iii. what the participant will do
  - d. Contact details.
3. A statement about the project having received ethics approval such: *This project has Western Sydney University HREC ethics approval* (insert ethics ID number). Note: if limited space, at least the HREC ID number must be included (as well as the branding noted above).
4. A recruitment end date. All recruitment flyers should be removed from public places once recruitment is complete, however, to assist potential participants to know if following up on a recruitment call is worthwhile a date range for recruitment should be included.

### Avoid

1. Researchers should not use their personal mobile phone number as the contact.
2. Statement of reimbursement when this has been approved: to avoid possible coercion this should not be the most prominent statement on the flyer.

## Human Research Ethics Guidance Documents available from Research Services

- Guidance for Researchers New to Human Ethics Review
- Guidance Human Research Ethics Protocols for Coursework Masters
- Guidance on Choosing the most appropriate PIS and Consent
- Guidance on Completing the Project Description
- Guidance on Creating Research Project Flyers
- Guidance on Data Storage and Retention Questions
- Guidance on Ethics Review Exemption
- Guidance on Issues with Informed Consent in Research
- Guidance on Levels of Risk and the Ethical Review Process

- Guidance on Making an Amendment to an Approved Project
- Guidance on Organisations in Research
- Guidance on Questions Related to Cultural Sensitivities
- Guidance on Questions Related to Restrictions on Publication of Results
- Guidance on Receiving and Responding to Ethics Committee Assessor Comments
- Guidance on Research Projects Seeking to use Western Sydney Staff as Participants
- Guidance on Reimbursements
- Guidance on The use of 'Opt Out' or Passive Consent in Human Research
- Guidance on Writing Participant Information Sheets and Consent Forms
- Guidance on Research Involving Young People
- Guidance on Research Projects and DFAT Advice
- Guidance on Using Focus Groups in Research

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