



REDI HUMAN RESEARCH ETHICS

RESEARCH | ENGAGEMENT | DEVELOPMENT | INNOVATION

Human Research Project Flyer Checklist

This checklist includes items that should be included in a research project recruitment flyer and lists things to avoid.

Include

1. Western Sydney University logo. Other branding if appropriate eg School /Institute or research partner.
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 REDI <http://www.westernsydney.edu.au/research/researchers/forms>

- Guidance for Researchers New to Human Ethics Review
- Guidance on Choosing the most appropriate PIS and Consent
- Guidance on Levels of Risk and the Ethical Review Process
- Guidance on Making an Amendment to an Approved Project
- 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 Data Storage and Retention Questions
- Guidance on Ethics Review Exemption
- Guidance on Research Involving Young People
- Guidance on Using Focus Groups in Research
- Guidance on Complaints

- Guidance on Research being done with, or for, Organisations
- Guidance on completing the Project Description

Human Research Ethics Team Contact: humanethics@westernsydney.edu.au
