

RESEARCH PROJECT RISK ASSESSMENT

Background

Research Risk Assessment involves identifying, assessing, and managing potential risks in research activities to ensure adherence to legal, ethical, and University's policies and procedures. Risks, stemming from various sources, can impede project success. On the other hand, compliance ensures that research aligns with regulatory, ethical, and institutional requirements. Effective risk management and compliance practices safeguard research integrity, ensure reliable research findings, and maintain stakeholder trust.

Policies

As per the [Responsible Conduct of Research Policy](#), in conducting research activities, researchers have responsibility to assess and manage the risk of their research activities.

As per the University's [Risk Management Policy](#), risk register (assessment) must be established in relation to a project, i.e., document key risk events that would impact the project and capture controls required to mitigate risks.

Research Risk Form

To facilitate these objectives and comply with the policies, Research Services developed a Research Risk Form. This form outlines some common research project risks and provides researchers with the opportunity to identify project-specific risks relevant to their work. Prior to commencing research, it is essential to conduct appropriate risk assessments, which should be periodically reviewed throughout the project's duration.

Here is the link to our new [Research Risk Form](#). This form is sitting within the REDI SharePoint site, where the clearance form is housed. When you click on the link, the form opens in a new window (login required). You can then click 'New', and it will direct you to the form. If you are involved in a research project, please consider submitting a risk form for your project. Please note that the risk form not only captures the risk assessment but also functions as a compliance checklist, ensuring your research project adheres to necessary guidelines.

Contact Details

If you require any further support, please reach out to us at research.compliance@westernsydney.edu.au or j.nagabyrava@westernsydney.edu.au

APPENDIX

Instructions

1. The entry point to the Research Risk Form is via the post-award notification email that you receive after the contract is executed.
2. Under the 'Risk Management' section, click on the link and you'll be directed to the REDI SharePoint (login required).

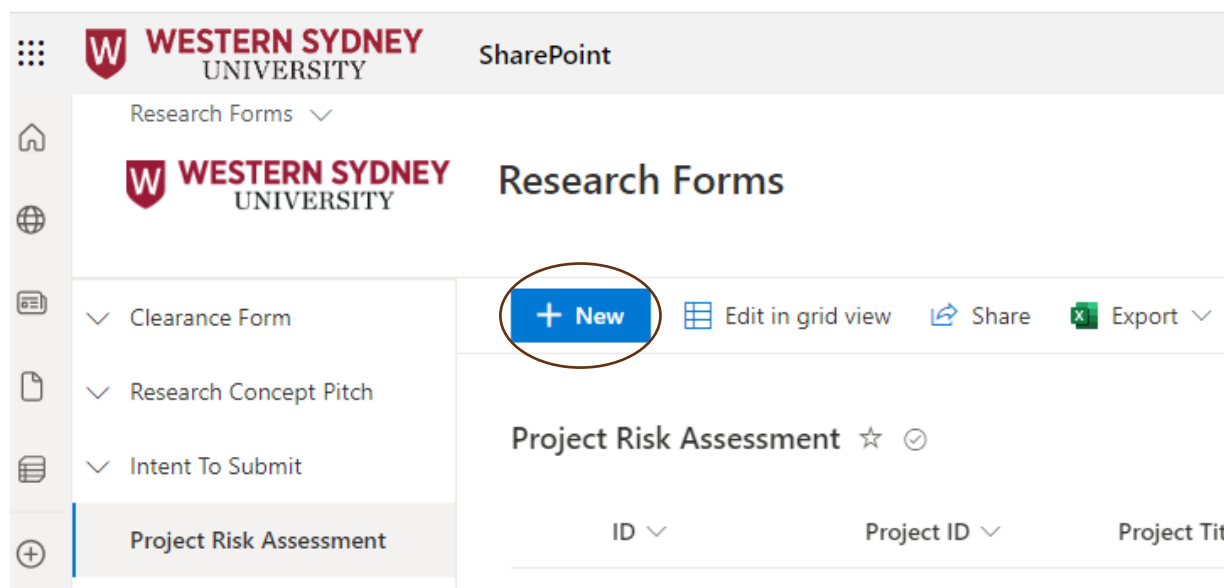
7. RISK MANAGEMENT: All research projects require a completed Research Project Risk Assessment as per the Risk Management Policy. Please complete the Research Risk Form available at

https://westernsydneyedu.sharepoint.com/sites/Research/REDI/ResearchForms/Lists/Risk_Assessment/AllItems.aspx

For further details, please visit the Research Risk and Compliance webpage

https://www.westernsydney.edu.au/research/researchers/research_project_risk_and_compliance

3. On the REDI SharePoint, click on 'New', as shown below and you'll be directed to the Risk Form.



4. The Risk Form has five sections.

Section 1: Researcher and Project Details

Section 2: Risk Assessment – Please download the Risk Rating Matrix on this page. Based on your responses, you will receive a possible list of risks to consider.

Each Risk follows a consistent format as shown below.

Read the 'Risk Name'.

Click all that apply under 'Potential Risk Factors' against that risk that may be relevant to your project. Make use of the option 'Other' if you would like to input information that isn't already provided.

Use the risk matrix to identify the likelihood and impact of the risk and select the risk rating using the drop-down menu under 'Risk Rating before Controls'.

Click all that apply under 'Suggested Mitigation Controls' that may be used to mitigate the risk. Make use of the option 'Other' if you would like to input information that isn't already provided.

Click on the relevant option under 'Who Implements/ Manages these Suggested Controls'.

Risk Name - Financial risks

Financial risks must be identified and addressed proactively in order to mitigate potential monetary uncertainties that may arise during the course of conducting research projects.

1. Potential Risk Factors: * ⓘ

- ☐ Funder unable to deliver promised funds
- ☐ Funder insolvency
- ☐ Funding delays
- ☐ Change in funder contact person
- ☐ Project runs over budget
- ☐ Insufficient budget requested in grant application
- ☐ Other

2. Risk Rating before Controls: *

Please select ▼

3. Suggested Mitigation Controls: * ⓘ

- ☐ Undertake due diligence with any new funder
- ☐ Conduct ABN search and/or ASIC search
- ☐ Peer review of budget
- ☐ Regular progress meetings with project team
- ☐ Progress reporting to funder
- ☐ Regular finance reports and expenditure monitoring
- ☐ Contract renegotiated with reduced deliverables if required
- ☐ Other

4. Who Implements/Manages these Suggested Controls? * ⓘ

- ☐ Chief/Principal/Lead Investigator
- ☐ Other

You have an option to input risks that are tailored to your research project in the Additional Risks Section as shown below. You can add any number of additional risks by clicking ‘Add new risk’ button.

Additional Risks



Risk Name *

1. Potential Risk Factors: *

2. Risk Rating before Controls: *

Please select ▼

3. Suggested Mitigation Controls: *

4. Who Implements/Manages these Suggested Controls? * ⓘ

☐ Chief/Principal/Lead Investigator

☐ Other

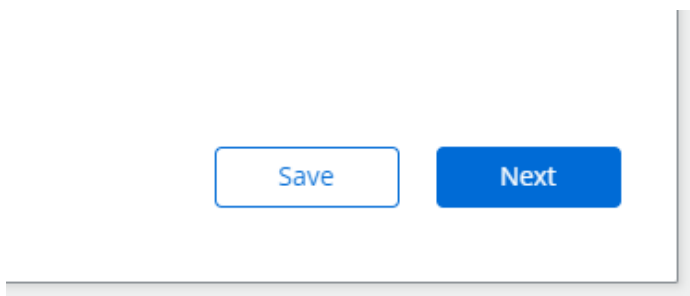
Add new risk

Section 3: Mandatory Training

Section 4: Security Sensitive Research

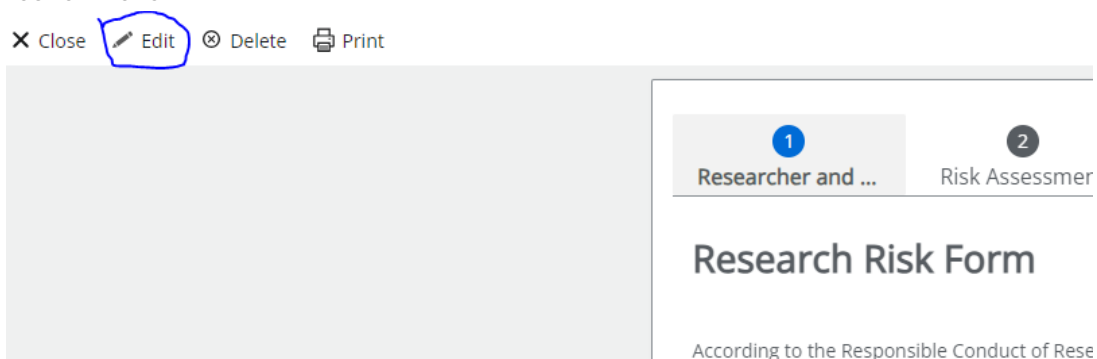
Section 5: International Collaboration

- If you are not ready to submit the form, you can save the form (image below) by clicking on the 'Save' button.



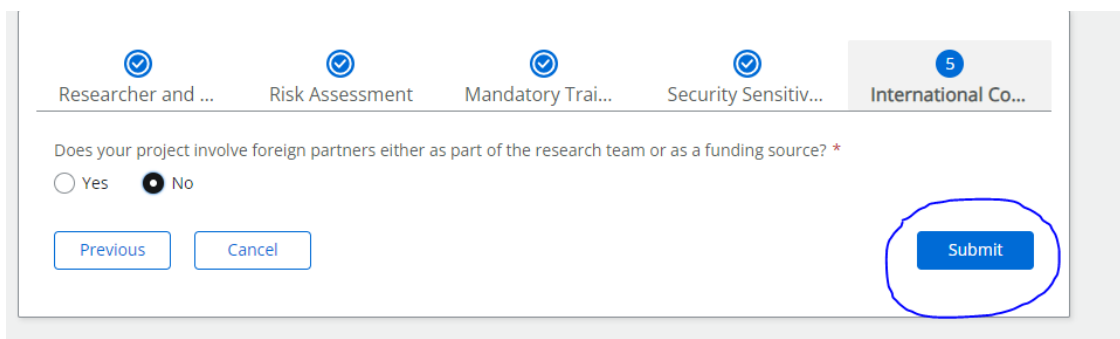
A screenshot of the bottom right corner of a form. It shows two buttons: a light blue 'Save' button and a dark blue 'Next' button.

- To pick up where you left off, click on the form that you've started on the SharePoint page and click on 'Edit' option in the top left corner (image below) to start filling out the rest of the form.



A screenshot of the SharePoint interface for the 'Research Risk Form'. At the top left, there are three buttons: 'Close', 'Edit' (circled in blue), and 'Delete'. To the right, there are two numbered steps: '1 Researcher and ...' and '2 Risk Assesmer'. The main title is 'Research Risk Form' with the subtitle 'According to the Responsible Conduct of Rese'.

- Once you've finished all the sections, please submit the form.



A screenshot of the form showing progress through five sections: 'Researcher and ...', 'Risk Assessment', 'Mandatory Trai...', 'Security Sensitiv...', and 'International Co...'. The 'International Co...' section is currently active. Below the sections, there is a question: 'Does your project involve foreign partners either as part of the research team or as a funding source? *' with radio buttons for 'Yes' and 'No' (selected). At the bottom, there are three buttons: 'Previous', 'Cancel', and 'Submit' (circled in blue).

- The Chief Investigator on the project will receive an acknowledgement email from Research Services.
- If the form is created and submitted by the Research team member, who is not the Chief Investigator, both the research team member and the Chief Investigator will receive the acknowledgement email.
- To download the Risk form, access the [REDI SharePoint](#) and locate your submitted form. Once the form is displayed, click the 'Print' option in the top left corner to save it as a PDF with your project documentation.
- After submission, the risk form will be reviewed by Research Services and the Chief Investigator will be contacted if there are any required amendments or changes.