

Recruitment – Guidance on Research Projects Seeking to use Western Sydney Staff as Participants

Researchers who are not staff, student or affiliated with Western Sydney University, are able to access publicly available staff details. For example, going to the University's webpage will allow any member of the public to source information listed for staff on various pages.

The University's website also has a Staff Directory. The conditions of use of the Staff Directory conditions are the following: *'Obtaining information from this Directory must be for the legitimate purposes of doing business with and within the Western Sydney University and must not be used for unsolicited bulk e-mailing (spamming) or similar purposes.'*

Recruitment of potential research participants is, therefore, excluded from permitted usage. To recruit Western staff for a research project, Western researchers can publish a short message via E-update and/or Yammer to reach potential participants.

For a more targeted approach, i.e. staff from a specific field of expertise, it is suggested that researchers contact the relevant School or Institute Manager to discuss options for recruiting participants.

Students are encouraged to work alongside their supervisory panel to agree on the most effective recruitment strategy.

Western Sydney University broadcast emails – Western All – may not be used for participant recruitment. http://www.westernsydney.edu.au/broadcast_email
For any questions related to staff communication, please contact the Internal Communications team at internalcomms@westernsydney.edu.au

The recruitment method and initial contact with participants need to be clearly identified in the ethics application. How information will be communicated to these participants and their consent gained, also need to be clearly articulated in the application.

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

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