Human Ethics Application

Application ID : 0000026130
Application Title : A succinct, meaningful title goes here (template for applicants)
Date of Submission : N/A
Primary Investigator : Ms Isobel Cairns; Principal Investigator
Other Personnel : Dr Judith Loveridge; Supervisor
Nicola Alexandra Vernon; Associate Investigator
## Research Form

### Application Type

1. IMPORTANT: Please select type of research below and click on 'Save' to access the rest of the form.

   *Research*

### Application Details

#### Category

A

3. Application ID

0000026130

5. Title of project

(Click the ? icon for more info)*

A succinct, meaningful title goes here (template for applicants)

6. School or research centre*

History, Philosophy, Political Sci & Int Relations

### Personnel*

<table>
<thead>
<tr>
<th></th>
<th>Given Name</th>
<th>Surname</th>
<th>Full Name</th>
<th>AOU</th>
<th>Position</th>
<th>Primary?</th>
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<tbody>
<tr>
<td>1</td>
<td>Isobel</td>
<td>Cairns</td>
<td>Ms Isobel Cairns</td>
<td></td>
<td>Principal Investigator</td>
<td>Yes</td>
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<td>2</td>
<td>Nicola</td>
<td>Vernon</td>
<td>Nicola Alexandra Vernon</td>
<td></td>
<td>Research Office</td>
<td>No</td>
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</tbody>
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8. Are any of the researchers from outside Victoria?*

- [ ] Yes
- [x] No

9. Is the principal investigator a student?*

- [ ] Yes
- [ ] No

### Student Research

9a. What is your course code (e.g. ANTH 690)?*

course code in here

9b. Supervisor*
9c. What is your email address? (this is needed in case the committee needs to contact you about this application)*

include this if you want but system emails will go to the one in Student Records!

### Project Details

10. The following question is meant to help applicants consider their research application and any protocols that should be uploaded and to help committee members review the application. Please check the box if if your research:

- [ ] Is an anonymous questionnaire
- [X] Uses tertiary students as participants
- [ ] Is a health or disability research project
- [ ] Includes Māori participants, or otherwise has an impact on Māori
- [X] Includes participants from another significant cultural group, or has an impact on that group
- [ ] Uses highly sensitive information (see Policy for definition)
- [ ] Collects or uses human tissue, including blood, saliva and genetic material
- [ ] Uses noninvasive physiological procedures (e.g., EEG, heart rate monitor)
- [ ] Uses equipment (e.g., TMS) that may temporarily alter mental function
- [ ] Administers substances (e.g., food, alcohol, placebo pill) to be ingested by participants

10a. Please note which cultural group

Note here if you are working with a cultural group, such as Pasifika

11. Does this application relate to any previous applications submitted to an ethics committee?*

- [X] Yes
- [ ] No

11a. If this was a Victoria University of Wellington human ethics application please add the application number

if this relates to previous applications -- this can be helpful background!

12. Describe the aims and objectives of the project

*Provide a brief summary in plain language of the purpose, research questions/hypothesis, and objectives of your project.*

Give us a good overview of your project.
What are you hoping to achieve by engaging participants in your research?
What are the particular questions you're trying to answer?
Focus particularly on the part of your project that relates to your HEC application and the objectives/questions for that (rather than, for instance, theoretical ones; we want to see why you want to do human research!).

13. Describe the benefits and scholarly value of the project

*Briefly place the project in perspective, explaining its significance and worthwhile outcomes. Include how this project will build on relevant literature, including references if appropriate.*

Give us an idea of whether work has been done in this area before.
The committee wants to see that you are engaged with and building on the work of others -- it gives your project merit and shows you are adding new knowledge through your project.
If your project is big, focus most on the details around data collection.

14. Explain any ethical issues your research raises for participants, yourself as the researcher, or wider communities and institutions, and how you will address these. This is an opportunity to present what you think the key risks are in your project and show how you have taken them into account.*

This question will show the committee how you've considered the impact of your research on participants and the wider community.
Even the most low risk projects have something that could be added here. Think about what it might feel like to be a participant in your research. Would you feel ok about participating? Would you feel like you had to go out of your way for the research and you wouldn't get anything for it? How about the impacts for wider social groups; could they feel like they were being judged or discriminated against by your questions? Think about how you are planning to approach people; could they feel surprised or perhaps annoyed?
It could help to discuss your project with friends, family or your supervisor.

### Key Dates

If approved, this application will cover this research project from the date of approval

15. Proposed start date for data collection*
16. Proposed end date for data collection
20/02/2019

17. Proposed end date for research project
30/06/2019

Proposed source of funding and other ethical considerations

18. Indicate any sources of funding, including self-funding (tick all that apply)

- Internally: by a University grant, such as the University Research Fund
- Externally: funding from an external organisation for this project, or a scholarship awarded by an external organisation
- Self-funded: paying for research costs such as travel, postage etc. from your own funds

☐ Internally funded
☒ Externally funded
☐ Self-funded

18a. Please note the organisation, and describe any restrictions or obligations placed on the project by the external funder, or any conflicts of interest that may arise.

If you're receiving funding for your research, name the organisation here, and explain anything you have to produce for them for instance, reports and whether they will have any input during the research process, such as making comments on your methods or results, and whether they'll get a copy of the data.
List any other influence the funder might have over the process, or any conflicts of interest; for instance if the funder has a particular agenda for the topic area of the project.

19. Is any professional code of ethics to be followed?

☐ Yes
☒ No

19a. Name the professional code(s) of ethics

Name if you are connected to a professional organisation with a code of ethics that you will follow during the research.

20. Do you require ethical approval from any other organisation, such as another tertiary institution in New Zealand or overseas, or a District Health Board?

☐ Yes
☒ No

20a. Name the other body and indicate when/if approval will be given

You might need approval from another organisation if:
- you are undertaking research overseas
- you are undertaking research at an NZ tertiary institution other than Victoria
- you are undertaking research in an organisation e.g. Plunket, other commercial or nonprofit
- you are undertaking research in a District Health Board
- you are undertaking research with iwi

Note here if necessary!

Data Collection and Recruitment

21. Please select all forms of data collection you will use in your project

☒ Interviews
☒ Focus groups
☒ Questionnaires
☒ Observation
☐ Other

22. Provide an explanation of the sampling rationale for your study. E.g. representative sampling of a particular population, purposive sampling, convenience sampling. Include here your eligibility criteria for potential participants -- will there be particular criteria for participants to be included in your study, or criteria that will exclude them?

How will you choose who to approach to participate in your project, and why?
Different methods of deciding who to approach are used in different research methodologies, for different purposes. Provide a description here. Also mention if there are any people you deliberately won't be including (e.g. people of a certain age).

23. How many participants will be involved in your research?
If there will be several different groups of participants, please specify how many groups and how many participants in each group.
Give us a total number of people, as well as the number of people in each group. Estimates are fine. Make sure this matches with the other questions where you describe your data collection methods.

24. What are the characteristics of the people you will be recruiting?*

Describe the kinds of groups you plan to approach to participate in your project. For instance, this might be people of a certain age, tertiary students at Victoria, anyone who visits a particular park. We're also interested here in any ways your participants might be vulnerable. See our Guidelines for a more complete definition of this, but in short this includes people who are susceptible to harm or might not be able to make independent decisions about their involvement.

25. Outline in detail the method(s) of recruitment you will use for participants in your study. Include here how potential participants will be identified, who will contact them and how. Please include copies of all advertisements, online posts or recruitment emails in the 'Documents' section.*

Now that you've explained how you've selected who to approach, you need to explain how you will approach them. If this is through posters, where will you place the posters? If it's through social media advertising, where will you post it? Be sure you include all copies of recruitment materials, including emails and social media posts, in your Documents section. It's important here to explain how you will get people's personal details if you are approaching them more directly. Be careful here about infringing on people's privacy. Organisations don't necessarily have to distribute information on your behalf, and if you are suggesting recruiting using an organisation's internal systems, e.g. email lists, we might ask to see evidence that the organisation has consented to this. Make sure you include the details -- it's hard to write too much here!

26. Explain the details of the method of data collection. For example, describe the location of your research procedures, if appropriate (e.g. where your interviews will take place). If necessary, upload a research protocol in the 'Documents' section.*

What information will you collect from people once they've agreed to participate? How will you go about it? Include copies of your questionnaire, interview questions, focus group questions in the documents section. The information sheet should also contain this information so participants know what they're going to be asked to do. Again, make sure you include the details it's hard to write too much here!

27. Will your research project take place overseas?*

- Yes
- No

27a. Is this country experiencing any issues with public disorder or instability (e.g. political unrest, natural disaster)?*

- Yes
- No

27a. i) Please give details*

For instance, civil war, political prosecutions, anything relevant to your research project and/or your personal safety.

27b. Have you obtained consent to carry out your research from an appropriate official and/or community body? *

- Yes
- No

27b. i) Please give details (supporting documentation should be uploaded in the Documents section)*

Some countries require specific research visas. Even when this isn't needed, the committee will want to see some evidence that your research is likely to be supported where you're going for instance, a document from the university you are collecting data at.

27c. If this is NOT your home country, have you made arrangements for in-country support (e.g. local university academic, local partner organisation, senior colleague travelling with you)? *

- Yes
- No
- N/A

27c. i) Please give details of the support you have arranged*

A brief outline here so we know you will be safe.

27d. If you are a student, have you agreed with your supervisor how you will address your health and safety while overseas (e.g. insurance, risk assessments, vaccinations), and consulted with the relevant VUW authorities? *

- Yes
- No
- N/A

27e. Are you required to follow the policies and/or regulations of a foreign government (that will impact on your research project)?*

- Yes
- No

27e. i) Please provide details*
Is your project likely to be influenced by rules and regulations of the country where you’re undertaking it? E.g. in some cases specific visas are required for research, and these may include specifics about what data can be collected.

28. Does the research involve any other situation which may put the researcher at risk of harm (e.g. gathering data in private homes)? *
   - Yes
   - No

28a. Do you have a plan in place to mitigate these risks to the researcher? (E.g. Have you ensured a colleague or your supervisor will be aware of your whereabouts at all times, including providing a contact number?) - Please give details of the support you have arranged:
   - If you are going to people's houses to collect data, we'd like you to have a plan for your safety just in case — commonly this includes carrying a cellphone, letting someone (e.g. your supervisor) know ahead of time where you're going and when you'll be back, just in case.
   - There are other kinds of situations where you may be at risk, and the committee might ask you what your plan is for these — e.g. if you are gathering sensitive data that affects you emotionally. We'll want to hear about your plan at the time, in the interview for instance, as well as any plans to maintain your academic progress — the support of your supervisor would be important here.

Participants and Informed Consent

29. Does your research target members of a vulnerable population? This includes, but is not limited to, children under the age of 16, people with significant mental illness, people with serious intellectual disability, prisoners, employees and students of a researcher, and people whose health, employment, citizenship or housing status is compromised. Vulnerability is a broad category and encompasses people who may lack the ability to consent freely or may be particularly susceptible to harm.*
   - Yes
   - No

29a. Give details and indicate how you will manage this.
   - If there are any ways in which your participants might be vulnerable, you should explain that here and how you will take measures to protect them and their autonomy — that is, their ability to make free choices about participation in the research.
   - We define students as vulnerable if they are participating in research undertaken by their lecturer. If you are recruiting your employees, that would be a vulnerable population as well.
   - If you're in any doubt, tick yes and fill in this box! The HEC defines 'vulnerable' quite widely and it's best to take the opportunity to show that you've thought about the impacts of your research on participants.
   - Ways in which you might manage vulnerability includes being careful about how you approach people, so you ensure that participants don't feel coerced and know that they can decline to participate; not asking personal questions; and making sure that the identities of participants will be protected. In some cases perhaps asking participants if they would like to bring a support person might be appropriate, and often offering them follow up services (e.g. counselling resources) is a good idea.

30. Have you undertaken any consultation with the groups from which you will be recruiting, regarding your method of recruitment, data collection, or your project more widely?*
   - Yes
   - No

30a. Provide details of consultation you have undertaken or are planning.
   - This is a chance to show us whether you have any connections to the groups you are planning to recruit, so we can see you've had an opportunity to take their views into account and gain their support. If you are relying on these groups to help you — e.g. recruiting members of an organisation — it's good to show you've had some conversations beforehand.

31. Will your participants receive any gifts/koha in return for participating?
   - Yes
   - No

31a. Describe the gifts/koha and the rationale.
   - Tell us the amount you will give participants, and what form this is in (e.g. petrol voucher, grocery voucher).

32. Will your participants receive any compensation for participation (for instance, meals, transport, or reimbursement of expenses)?*
   - Yes
   - No

32a. Give details of the compensation participants will receive.
   - For instance if you are reimbursing a person for their bus fare to get to your research, or providing them refreshments during an interview, include it here.

33. How will informed consent be obtained? (tick all that apply to the research you are describing in this application)*
   - Informed consent will be implied through voluntary participation (anonymous research only)
   - Informed consent will be obtained through a signed consent form
   - Informed consent will be obtained by some other method

33a. Describe the other method
In some cases oral consent might be more appropriate than written consent. If so, detail that here and how you will capture the oral consent. There might be other kinds of consent situations – tell us your plan!

Treaty of Waitangi

How does your research conform to the University’s Treaty of Waitangi Statute? (you can access the statute from Victoria’s Treaty of Waitangi page) *

The committee expects a thorough answer to this question, regardless of whether the research deliberately involves Māori participants (recruited as Māori) or topics, and whether it takes place in New Zealand or not. Refer to the University’s Treaty statute, as well as the Human Ethics Policy and Guidelines, the Human Ethics website and other University documents such as Mai i te Iho ki te Pae. Check any policies of any organisations that you are involved/researching with or who are funding you -- they might provide additional guidance.

You’ll need to closely consider how your research might contribute to partnership, protection and participation of Māori in Aotearoa, or if your research is overseas, how the Treaty and these principles might inform your relationship with the culture there.

Minimisation of Harm

34. Is it possible that participants may experience any physical discomfort as a result of the research?*

- Yes
- No

34a. Give details and indicate how you will manage this. *

This could include deliberate discomfort, or risks or side effects of the research for instance the dizziness that occurs in virtual reality (VR). You should indicate here what you will do to ensure participants are not harmed and any safety plans you have such as having a first aid trained person close by.

35. Is it possible that participants may experience any emotional or psychological discomfort as a result of the research? (E.g. asking participants to recall upsetting events, viewing disturbing imagery).*

- Yes
- No

35a. Give details and indicate how you will manage this. *

There are quite a few things in this category that aren’t intended to cause deliberate harm but could result in participants being uncomfortable or upset. Interviews that ask quite open questions about how people are coping emotionally or how they feel about their life more generally could end up being distressing, depending on the individual who is being interviewed.

Think from a participant's perspective about what it might feel like to be asked personal questions about, for instance, your family and home life, or cultural identity.

Managing these kinds of research questions can involve assurances to the participant that they can stop at any time, and providing a list of follow up support options, for instance counselling at their school or workplace, or phone line services. You don’t have to imply that the participant will definitely need them, but just provide them with a list they can investigate at their leisure.

36. Will your participants experience any deception as a result of the research?*

- Yes
- No

36a. Give details and indicate how you will manage this. Please also upload a participant debriefing sheet in the ‘Documents’ section.*

This can happen when you want to deceive participants as to what the research is about before they participate (often psychology studies). This is ethically problematic because not fully informing participants about the research means they can’t give proper consent to participate (consent based on full information).

Unless you really really have to, you shouldn’t deceive participants! If you do want to use deception, you need a strong justification for it, and you should provide debriefing documents for your participants -- so that after the deception, you provide them with information about what happened and why you needed to deceive them.

37. Is any third party likely to experience any special hazard/risk including breach of privacy or release of commercially sensitive information? This may occur in the instance participants are asked to discuss identifiable third parties in the research.*

- Yes
- No

37a. Give details and indicate how you will manage this*

This relates to any problems the research could cause for people or organisations who aren’t directly involved in it. For instance, if you are asking your participants detailed questions about other people, then they could tell you personal information that impacts on someone else – someone who hasn’t consented to be in the research and hasn’t agreed to give you any information.

If this could be the case, provide a justification here.

38. Do you have any professional, personal, or financial relationship with prospective research participants? *

- Yes
- No

38a. Give details and indicate how you will manage this.*
Recruiting people that you know either personally or professionally for your research can be problematic. For instance, there’s a chance that if they know you, they won’t feel comfortable telling you they don’t want to participate and people always need to be participating voluntarily. If they are your employees or students this could be particularly significant, but it is also the case if they are your coworkers, fellow students or even your friends! Make it clear here how you will ensure they can consent or decline freely, and the impact of any information you ask for -- for instance, if you are asking your coworkers sensitive questions.

39. What opportunity will participants have to review the information they provide? (tick all that apply)*
- Will be given a full transcript of their interview and given an opportunity to provide comments
- Will be given a full transcript of their interview and NOT given an opportunity to provide comments
- Will be given a summary of their interview
- Other opportunity
- Will not have an opportunity to review the information they provide

39a. Please give details*

Research practices differ as to whether participants should have an opportunity to review their contribution. In general, if you are proposing that the person/organisation will be named in the final product, the committee likes to see that they have some opportunity to review the information that will be publicly attributed to them.

Confidentiality and Anonymity

40. Will participation in the research be anonymous? 'Anonymous' means that the identity of the research participant is not known to anyone involved in the research, including researchers themselves. It is not possible for the researchers to identify whether the person took part in the research, or to subsequently identify people who took part (e.g., by recognising them in different settings by their appearance, or being able to identify them retrospectively by their appearance, or because of the distinctiveness of the information they were asked to provide).*
- Yes
- No

40a. How will anonymity be assured in terms of access to the research data?*

Make sure your survey doesn’t include any questions that will make participants identifiable.

41. Will participation in the research be confidential? Confidential means that those involved in the research are able to identify the participants but will not reveal their identity to anyone outside the research team. Researchers will also take reasonable precautions to ensure that participants’ identities cannot be linked to their responses in the future.*
- Yes
- No

41a. How will confidentiality be maintained in terms of access to the identifiable research data? (tick all that apply)*
- Access to the research will be restricted to the investigator
- Access to the research will be limited to the investigator and their supervisor
- Focus groups will have confidentiality ground rules
- Transcribers will sign confidentiality forms
- Other

41b. How will confidentiality be maintained in terms of reporting the data? (tick all that apply)*
- Pseudonyms will be used
- Data will be aggregated
- Participants will be referred to by role rather than by name
- Other

41b. i) Please provide details*

Some of these ways of protecting the identity of participants are tricky, because they involve releasing some information which could be used to reidentify them. Sometimes it’s possible to aggregate data but not always, for instance in the case of qualitative research!

42. Will participation in the research be neither confidential nor anonymous, and participants will be identifiable in any outputs or publications relating to the research? *
- Yes
- No

42a. Please tick all that apply to your research.*
- Names will be confidential, but other identifying characteristics may be published with consent
- Participants will be referred to by association with an organisation rather than by name
- Participants will be named in a list of interviewees
- Participants will be named and their contribution attributed to them

29/10/2018
42a. Please explain how this will occur and ensure this is clear to participants on your information sheet.*

What identifying details might you publish? What's the reasoning behind why you want to name people in the research outputs? In some kinds of research, participants might anticipate that you'd want to say who they are -- but in other situations it might be unexpected. It could be good to offer participants a choice, and is often a good idea to give them a transcript from the interview or research report that they can check over before publication.

42b. Please explain how this will occur; please ensure you upload permission from someone in the organisation who has the authority to agree to this on behalf of the organisation.*

Naming organisations can be difficult as they can have complicated structures and hierarchies -- one of the reasons they are so interesting to research! If you want to make the organisation identifiable, you'll need to show something appropriate in the organisation has consented to this, and include an organisational consent form and information sheet.

Access, storage, use, and disposal of data

43. Which of the following best describes the form in which data generated in your study will be stored during the study? See help text for guidance on these terms. Further info available on human ethics website*

- Identifiable
- Potentially identifiable
- Partially de-identified
- De-identified
- Anonymous
- Other

43a. Please describe*

Some guidance on these terms is provided here: https://fpf.org/2016/04/25/avvisualguideoptracticaldatadeidentification/.

44. Which of the following best describes the form in which data generated in your study will be stored after the study is completed? See help text for guidance on these terms. Further info available on human ethics website*

- Identifiable
- Potentially identifiable
- Partially de-identified
- De-identified
- Anonymous
- Other

44a. Please describe*

Often it's preferred that your data is deidentified as soon as possible, that way you're not keeping people's information on file for longer than you need to. In some research this might be different though -- e.g. if you're undertaking an oral history project. The committee will take that into account. Make sure your intentions are clear in your information sheet!

45a. Proposed date for destruction of identifiable research data (i.e. the date when data will be de-identified and personal information on participants destroyed) *

01/06/2019

45b. Proposed date for destruction of de-identified research data, including anonymous data *

01/11/2021

46. Will any research data will be kept for longer than 5 years after the conclusion of the research?*

- Yes
- No

46a. Indicate why, and your procedures for ongoing storage and security:* Research projects can differ as to how long they want to keep the data for. Sometimes this data might be archived -- sometimes it might be stored for future research. You might want to keep the data indefinitely -- if so put in a date above that reflects this, e.g. 1/1/2500. If you want to keep data, outline your plans here about storing it long term. Where will it be? Who will have access to it? Make sure your intentions are clear to participants in your information sheet!

47. Who will have access to identifiable, de-identified or anonymous data, both during and at the conclusion of the research?*

- Access restricted to the researcher only (whoever is named as PI)
- Access restricted to researcher and their supervisor
- Access restricted to researcher and immediate research team, e.g. co-investigators, assistants
- Other
47a. Please specify*

Often, it's appropriate to restrict access to the data to the researcher and their supervisor. We do see projects that want the data to be more open than that. This could mean providing the data set to other researchers or organisations, or even making it widely available on the internet. If that's your plan, tell us about it here.

48. Are there any plans to re-use either identifiable, de-identified or anonymous data?*

☐ Yes
☐ No

48a. Outline these plans, and how data security will be maintained. Ensure that your information sheet explains these plans to participants.*

Reuse of data is something that you should think about now, before you collect it. Do you want to use this data for another project than this one, either yourself or sharing it with other researchers so they can do so? If so, participants need to be informed about these plans. Outline them here and include in your information sheet what the data might be used for.

49. What procedures will be in place for the storage of, access to and disposal of data, both during and at the conclusion of the research? (Check all that apply)
Information regarding appropriate data storage is available on the human ethics website. Note that storing research data on USB drives is strongly discouraged for security reasons.*

☑ All hard copy material will be stored securely e.g. in a locked filing cabinet
☑ All electronic material will be held securely, e.g. only on University servers, password protected
☑ All hard copy material will be appropriately destroyed (e.g. shredded) on the dates given above
☑ All electronic data will be deleted on the dates given (ITS should be consulted on proper method)

Dissemination

50. How will you provide feedback to participants?*

In general it's good to provide participants with a way of learning about the results of the research that they are involved in. You might choose to send them a summary of findings offering a whole thesis is a bit overwhelming as they might find it hard to read!

51. How will results be reported and published? Indicate which of the following are appropriate. The proposed form of publications should be indicated to participants on the information sheet and/or consent form*

☑ Publication in academic or professional journals
☑ Dissemination at academic or professional conferences
☑ Availability of the research paper or thesis in the University Library and Institutional Repository
☑ Other

51a. Describe how the results will be disseminated*

If there's any chance you might publish from your thesis, you should include that on your information sheet. If you are producing any reports for anyone else, e.g. government agencies, or planning to make changes in policy as a result of the work, discuss those here and include them on the information sheet.

52. Is it likely that this research will generate commercialisable intellectual property? *(Click the ? icon for more info)*

☐ Yes
☐ No

Documents

53. Please upload any documents relating to this application. Sample documents are available on the Human Ethics web page.

Please ensure that your files are small enough to upload easily, and in formats which reviewers can easily download and review. To replace a document, click the tick in the column to the right of the document title. A green arrow will appear - click this arrow to upload a new document. To add a new document click on 'Add New Document', at top right of the documents window. Then enter the document name in the box that appears and click the green tick. A green arrow will appear to the right of the file name which allows you to upload the new file.

Please also collate all your documents into one PDF or Word file, and upload as a new document. This should be labelled as 'Combined Documents'.*

<table>
<thead>
<tr>
<th>Description</th>
<th>Reference</th>
<th>Soft copy</th>
<th>Hard copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant information sheet(s)</td>
<td>you need to upload a document here.docx</td>
<td>✓</td>
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Amendment or extension request (available only for approved applications)

43. Are you applying for an extension, an amendment, or both?**
Please check that you have answered all mandatory questions and have saved the application before submitting your form. Any new or amended documents (e.g. Participant Information Sheet) to be added to your application should be emailed to ethicsadmin@vuw.ac.nz before submission. To submit your form, click on the Action tab and then click on Submit for review.

44. Do you have a second amendment/extension request to make?
☐ Yes
☐ No
This question is not answered.

45. Do you have a third amendment/extension request to make?
☐ Yes
☐ No
This question is not answered.

46. Do you have a fourth amendment/extension request to make?
☐ Yes
☐ No
This question is not answered.