**TITLE**

**SURVEY/QUESTIONNAIRE**

The document is intended to be a guide. Wording will need to be reviewed to ensure that it is relevant to the cohort and the proposed project. Please ensure that guidance text is deleted prior to submission.

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| --- | --- |
| **Project number** | *To be provided by the Secretariat* |
| **Principal Investigator(s)** | *[name] [Contact details (NS 2.2.6(e))*  *[name] [Contact details]*  *[name] [Contact details]*  *[name] [Contact details]*  *[name]*  *[Contact details]* |
|  |
|  |
|  |
| **Student researcher** |

Delete the brackets from around the ‘s’ if there are multiple Principal Investigators. If there is only one Principal Investigator, remove the bracket and the ‘s’.

**Brief description of the study.** *Describe what is being done, what they will be expected to do during their involvement and why it is being done. It may be appropriate to paraphrase the ‘aims’ of the study. Do not use jargon, and explain in a manner that the ethics review body can understand (NS paragraph 5.3.5).*

Participation is entirely voluntary; there is no obligation to take part.

If you choose not to participate there will be no detriment to your Defence career (for Defence personnel) or future health care. *Where the study involves third parties as a research cohort (eg family, friend, treating clinicians) this paragraph should be adapted to state that participation will not impact on the related persons career or future health care. Further guidance is available from the Secretariat.*

**Your answers will be completely confidential and any personal details, which may identify you in any way, will not be passed to the Department of Veterans’ Affairs (DVA). Your answers will not in any way affect any pension, benefits or health services which you are entitled to from DVA or to which you may become entitled in the future.** *This clause is relevant to research that is sponsored by DVA and involves direct contact with participants. Further guidance is available in the DDVA HREC Standard Operating Procedures paragraphs 159 to 160.*

**What does participation involve?** If you decide to take part, you are asked to complete an online survey/questionnaire [select your preferred term]. The survey/questionnaire [select your preferred term] asks questions about [describe what is being asked] and should take approximately [insert approximate time eg 15 – 20 minutes and ensure it is consisent with the time outlined in the Project Description] time to complete.

*If applicable, provide information on reimbursements or incentives including how they can claim reimbursements or how incentive payments will be disbursed and the amount* [NS paragraphs 2.2.6(j), 2.2.10]

*How the research will be monitored* [NS paragraph 2.2.6(b)]

*This section should also include the following point for studies involving Defence personnel:*

Defence members *(uniformed members)* /Defence personnel *(includes uniformed members, Australian Public Servants and contractors)* are deemed to be ‘on duty’ whilst participating in research. *Where appropriate include this statement and delete the terms that are not relevant to your project. Refer to the definitions in the DDVA HREC Researcher and Administrative Guidelines for further guidance.*

**Benefits.** *Do not attempt to build up participant expectation in this section. Reference to the potential benefit to others in the future may be appropriate, but should not be exaggerated. If the significant benefits from the research project are to members of society in the future and NOT to the individuals taking part in the trial, this should be made clear. If there are expected benefits to the wider community (NS paragraph 2.2.3(l)) this should be indicated.*

There will be no direct benefit to you from your participation in this research. Possible benefits may include [describe any likely benefits to participants, others or the community].

**Risks of participating.** *Each of the risks must be laid out separately, described in full and quantified, no matter how trivial or remote they may seem. Risks are to be sufficiently emphasised and quantified, and the expression of the quantification should be positive not negative. You must include provision of services (for example Lifeline, Beyond Blue, Defence All Hours Support Line, Open Arms – Veterans & Families Counselling, Employee Assistance Program), as part of your risk mitigation strategy, to those that are adversely affected by the research (NS paragraph 2.2.6(c)). You should ensure that the services are relevant to the target cohort/s.*

If you experience discomfort or feelings of distress as a result of particpating in the research, [insert details regarding whether they can choose not to answer any questions or complete the survey and any other risk mitigation measures].

**Withdrawal from the research.** (NS paragraph 2.2.6 (g) and 3.1.31). *Provide information regarding how participants withdraw, up until what time point they can withdraw and implications for them if they do so.* [Select relevant statement]

If you do commence the survey, you may withdraw at any time. You can do so by closing the questionnaire or your internet browser [specify when they can withdraw their data up until and how]. If you do not complete the survey, there will be no detriment to your career or future health care (health care is only relevant to health/medical research and for Defence members).

The investigators should inform participants whether they intend to retain or analyse the information already collected relating to the participant up to the time of withdrawal; or destroy all the participants’ data and exclude any information from analysis.

**Privacy and confidentiality.** (NS paragraph 2.2.6(f)).The following information should be provided.

Describe whether the data collected or used is individually identifiable, re-identifiable (coded) or non-identifiable

Describe where the data will be stored and who will have access to it.

You will be asked to provide consent your data to be used for [select relevant statement] this research project only/ research that is an extension of, or closely relate to, the original project; or is in the same general area of research/ any future research.

Your data will be stored for a minimum of[select relevant retention period] five years/ seven years/ 15 years/ other [specify period] after the publication/last use of findings. Describe what will happen to it at the end of the storage period. [Researchers should check their institutional policies regarding data retentioned periods as they can differ.]

*Intellectual property and copyright arrangements [include NS paragraph 3.1.31].*

**Other relevant human research ethics considerations.** (NS paragraph 2.2.6 (m)). *If there is any other relevant information that should be provided to participants it should be listed here to ensure that, their decision to participate is based on sufficient information (NS paragraph 2.2.2) as part of the consent process. This should include information required under specific chapters of the National Statement.*

The ethical aspects of this research project have been approved by the Departments of Defence and Veterans’ Affairs Human Research Ethics Committee (DDVA HREC) *[where appropriate include name/s of other relevant HREC(s) or non-HREC level review pathways]*.

This project will be carried out according to the *National Statement on Ethical Conduct in Human Research (2023)*. This statement has been developed to protect the interests of people who agree to participate in human research studies.

Further information about the DDVA HREC, voluntary participation and consent is available on the [DDVA HREC website](file:///C:\Users\terri.davis1\Objective\Objects\WinTalk).

**Dissemination of research findings** (NS paragraph 2.2.6 (k)).

It is anticipated that the results of this research project will be used by *[name of researcher]* to obtain a *[full name of degree]* degree or *[describe how the results will be used eg. thesis, reports, journal articles, publications, presentation etc ]*.

In any publication and/or presentation, information will be provided in such a way that you cannot be identified (amend this as neccesary). *[Describe how confidentiality will be maintained.]*

Please contact the Principal Investgiator if you would like to be provided with a copy of the research findings.(NS 1.5)

**Further questions.** If you have further questions about anything that you don’t understand or want to know more about, please contact the research team prior to commencing the survey.

**Concerns or complaints.** (NS paragraph 2.2.6 (d)). *The following statement should always be included here.* Should you have any complaints or concerns about the manner in which this project is conducted, please do not hesitate to contact the researchers on the details provided above *[you may want to specify a particular member of the research team]*, or you may prefer to contact the DDVA HREC on Telephone: (02) 6192 7821 or via [ddva.hrec@defence.gov.au](mailto:ddva.hrec@defence.gov.au) (if there are other ethical review bodies who have approved the study, their details should also be provided here).

**Who is organising and funding the research?** This research has been funded by *[name of funding organisation]*.

*Provide a description of the financial benefits that might arise from the conduct of the research*

*[Name of institution]* will receive a payment from *[Name of funding organisation]* for undertaking this research project.

No member of the research team will receive a personal financial benefit from your involvement in this research project (other than their ordinary wages).

*Add any declarations of interest of sponsors and institutions* [NS paragraph 2.2.6 (i)]

**Consent.** If you decide you choose to take part, you will be asked to click on the “start survey” button. By completing and submitting the questionnaire/survey [select your preferred term], you are indicating that you have read and understood the the information described below and are providing consent.

Start survey/questionnaire [select your preferred term] (the skip logic should not allow participants to commence the survey without clicking on this button)