

## **Attachment K: Central Team Subproject Checklist — START Program of Research**

To determine if a potential Subproject is eligible under the START Program of Research:

- ✓ Are the research aims of the potential subproject aligned to the aims of the START PoR for research into student transition, progression and retention at Western Sydney University?
- ✓ Are the data requested in the subproject appropriate to research into student transition, progression and retention at Western Sydney University?
- ✓ Is the Subproject timeline within the timeline of the START Program of Research?
- ✓ Is the level of risk associated with the subproject considered to be Low or Negligible?
- ✓ Does the subproject amendment include all appropriate attachments? For example, Participant Information Sheet, interview/focus group schedule, interview/survey questions, etc.
- ✓ Does the subproject Participant Information Sheet contain the contact details of the subproject research team, the START central team and Human Ethics should participants/potential participants have any issues/complaints?
- ✓ Is the research method of the subproject one or more of the following: Action Research, Data Linkage, Observational, Survey/Interview/Focus Group, and/or Textual Analysis research?
- ✓ Will the research will fill any gaps, contribute to the field of research or contribute to existing or improved practice in the field of student transition, progression and retention?
- ✓ Has the subproject Chief Investigator committed to destroying the subproject data five years post publication?
- ✓ Has the subproject Chief Investigator committed to liaising with the START PoR central team prior to the recruitment of participants to ensure that only students who have both received an opt-out email and have chosen not to opt out are approached for their participation?
- ✓ Does the subproject require written consent from subproject participants? Or is it implied by participation in the survey? For example, the returning of a survey or the answering of a verbal question?
- ✓ Has a sufficient amount of time (two weeks since sending of opt-out email) been given to students receiving the opt-out email to allow them to make an informed decision as to whether to opt out?
- ✓ Has the subproject followed the appropriate research processes for the subproject researchers' specific School/Division(s)?
- ✓ Does the subproject include appropriate de-identification techniques for published data?

### Subprojects specifically investigating the transition, progression and retention of Aboriginal and/or Torres-Strait Islander students.

- The subproject must go to the full HREC for approval
- In addition to the subproject amendment form, the ATSI questions used on the full HREC application form will need to be addressed
- Subprojects must be sent to the PVC Aboriginal and Torres Strait Islander Education, Strategy and Consultation for sign-off
- Subprojects must have an Indigenous Chief Investigator
- All subproject participants must give their written consent to participate in the subproject