

**Section 1: Your Details**

Candidate's Name	<input type="text"/>		
Contact phone	<input type="text"/>	Email	<input type="text"/>
Department	<input type="text"/>	Enrolled Qualification	<input type="text"/>
Supervisor's Name	<input type="text"/>	Email	<input type="text"/>
Associate Supervisor' Name	<input type="text"/>	Email	<input type="text"/>
Project Title:	<input type="text"/>		
Proposed Start Date	<input type="text"/>	Proposed Finish Date	<input type="text"/>

**Section 2: Project Details**

Overall research aims, objectives, hypothesis research question/s

Synopsis

**Methodology** (how you plan to answer your research question/s e.g. data collection, analysis methodology, etc)

Does this involve human or animal/fish participants?

☐

Yes

☐

No

If yes, you must also complete APP804b Ethics Application Form. You may apply for ethics later, but this must be identified as a milestone and no data collection may occur before approval is given. Ara has no default approval for low risk research.

**Planning** (forms part of progress report)

Milestone name	What will be achieved	Completion date

**Risks**

a) Is the methodology compliant with relevant Health and Safety policies?

b) How is confidentiality managed?

c) For external organisations and institutions: What contracts and/or MOU or similar are in place? What requirements are placed on researchers? (e.g. Confidentiality, IP, financial arrangements, data management)

## Consultation<sup>1</sup>

If your research involves any significant group, state how you have undertaken appropriate consultation e.g. Pasifika, people with disabilities, community (If Māori, go to the following "Consultation with Māori" section).

For detailed information read Ethics guidelines to download a copy paste this link into your browser

[http://infoweb.cpit.ac.nz/\\_data/assets/pdf\\_file/0020/131609/APP804a-InfoReqsProposals.pdf](http://infoweb.cpit.ac.nz/_data/assets/pdf_file/0020/131609/APP804a-InfoReqsProposals.pdf)

--

## Consultation with Māori<sup>2</sup>

If your research involves Māori, consultation will be required, and endorsement given by our Kaiārahi. Contact the Ara Research Co-ordinator for confirmation of consultation procedures.

**This confirms that consultation with Māori has been carried out and any issues addressed:**

Kaiārahi Signature		Date	
--------------------	--	------	--

Comment	
---------	--

## Ara Resources (e.g. staffing)

Comment	
---------	--

## Section 3: Endorsements and Approvals

### Department Research Group

Chair signature	
-----------------	--

Comments	
----------	--

**Human Ethics Subcommittee** has reviewed the proposal (if applicable) *refer Appendix 2.2 for document*

Chair signature	
-----------------	--

Comments	
----------	--

### Postgraduate Board of Studies

Manager, Research signature	
-----------------------------	--

Comments:	
-----------	--

<sup>1</sup> How do I know if I need to consult?

- There is an identifiable group e.g. a community group,
- Your research is framed around a group or will result in statements about a group?
- You are using a group's resources or traditional knowledge

<sup>2</sup> Points to consider

- Is the ethnicity of the participants relevant?
- Does the research have implications for Māori?
- Are you using significant Maori content or knowledge?
- Do you require access to Maori sites or sampling of traditional flora/fauna?