

Procedure for Accessing Curtin Students/Staff for Research Purposes

Version 7 released October 2014

At the earliest time possible (e.g. when preparing your research proposal), email **CurtinSurveyApprovals[^]** for advice on your sampling needs if your research involves Curtin students/staff. We will advise on suitable methods for promoting your research, student group characteristics (e.g. domestic, undergraduates), survey timing and Disability Access and Inclusion Plan (DAIP) requirements. In some cases, we may be able to facilitate student/staff contact. This may come at a charge and is based on a cost recovery basis. Quotes can be provided upon request. For non-HDR students, en masse email is generally not permitted (lecturers/Instructors to provide their students with ideas on suggested alternative contact methods).



Your email to CurtinSurveyApprovals@curtin.edu.au should follow this format (allow up to 5 working days for a requests to be processed):

1. Project Title:
2. Investigator Name(s):
3. Contact details of primary contact (phone and email):
4. School/Department:
5. Plain English Summary of Project (Max 100 words):
6. Aims of Project (Max 100 words):
7. Participant Type, Proposed Sample Size and Recruitment Method (Describe the population from which participants/sample will be recruited and the method of recruitment – Max 100 words)
8. Project Timing (Ideal timeframe for recruitment):
9. Details of incentives/prizes offered for participation (You need to acknowledge that the competition is conducted in accordance with the requirements under the Gaming and Wagering Commission Act 1987. To ensure best practices are maintained, please follow the process set out in the Competitions Toolkit available from <http://legal.curtin.edu.au/comps/index.cfm>):
10. Approved by (Senior Head of Area):
11. Ethics approval number (We encourage researchers to contact us prior to ethics approval, our approval can be attached to your ethics submission:)

[^] Managed by the Office of Strategy & Planning, Market and Institutional Research.

[#] We realise in some cases, Senior Head of Area and Ethics approval may have occurred prior to contact being made to CurtinSurveyApprovals.

CURTIN STUDENTS
HDR / HONOURS

CURTIN STAFF CONDUCTING
PUBLISHABLE RESEARCH
(e.g. T&L and other
Academic Research)
OR
CURTIN STAFF INVOLVED IN
PUBLISHABLE RESEARCH
THROUGH CROSS
INSTITUTIONAL
COLLABORATIONS

CURTIN STAFF CONDUCTING
RESEARCH FOR QUALITY /
AUDIT PURPOSES
(e.g. internal client feedback)

OTHER
(including external requests)
Or UNSURE HOW TO PROCEED

Submit your proposal for candidacy to your School/ Department/Faculty Graduate Studies Office (as appropriate) and then for Ethics approval.

Submit your proposal to: Senior Head of Area and then to Ethics for approval.

Reciprocal ethics may be needed for cross institutional collaborations. Check with HREC@curtin.edu.au to see if this is required.

Obtain approval from your Senior Head of Area.



Upon approval, email CurtinSurveyApprovals@curtin.edu.au to confirm project details and further advice/action (if applicable)

Useful Links

Approvals to Access Curtin Students & Staff for Research Purposes

<http://planning.curtin.edu.au/mir/surveyapprovals.cfm>

Ethics
<http://research.curtin.edu.au/guides/ethics.cfm>

Research Management
<http://research.curtin.edu.au/guides/>

Guidelines for Research Students
<http://research.curtin.edu.au/guides/hdrguidelines/>

Competition Terms & Conditions (if prizes are offered)
<http://legal.curtin.edu.au/comps/index.cfm>



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