



## **Ethics and Research Policy and Guidelines**

The volume of research and focus group requests received by The Twenty10 Association (Twenty10) has warranted the creation of an Ethics and Research policy and guidelines for operation. The association has also created an Ethics and Research Committee to administer this Policy and Guidelines and to make decisions about what research is carried out at The Twenty10 Association.

The committee reports directly to the Managing Director and will be reviewed annually to assess its effectiveness and purpose.

### **The Committee**

#### **Role of the Committee**

The role of the Twenty10 Research Ethics Committee (TREC) is to assess research proposals affecting the health and wellbeing of gender questioning and gender and sexually diverse young people, their families and communities in NSW, and to monitor the collection of data on their health and wellbeing to ensure these activities will be conducted ethically.

The role of the Ethics Committee is endorsed by the Board of Governance of the Twenty10 Association and it complies with best-practice standards on the involvement of young people and communities throughout NSW.

The Twenty10 Association and its Ethics Committee are committed to supporting high quality projects in social and health research that increase community and academic knowledge, are of benefit to gender questioning and gender and sexually diverse communities, are sensitive to the particular needs of this group of young people and their families, ensure the appropriate participation of young people and their families within the research process, and build the capacity of young people to make appropriate and informed choices concerning their future and health and well being.

#### **Composition of the Committee**

The Committee includes representatives of the Twenty10 Board and staff and can call on appropriate technical experts if an application requires specific knowledge and skills to make an expert assessment of its relevance.

## Meetings of the Committee

The Committee seeks to meet every eight (8) weeks. Meetings will be held on the first Tuesday of every second month.

An application must be received two weeks before a meeting if it is to be considered by that meeting.

The planned meeting dates for 2009 are as follows:

<b><i>Meeting Number</i></b>	<b><i>Applications Closing Date</i></b>	<b><i>Meeting Date</i></b>
01/09	June 23	<b>July 7</b>
02/09	August	<b>September</b>
03/09	October	<b>November</b>
01/10	January	<b>February</b>

## Submitting an Application

### ***Who should submit an application?***

The Committee considers applications relating to research that may affect the health and well-being of gender questioning and gender and sexually diverse young people, their families and communities.

The project should involve research in, or concerning, New South Wales.

*An application should be made for research in which any one of the following applies:*

- The experience of gender and sexually diverse young people, their families and communities is an explicit focus of all or part of the research; or
- Data collection is explicitly directed at gender and sexually diverse young people, their families and communities; or
- Gender and sexually diverse young people, their families and communities, as a group, are to be examined in the results.

Applications are received from the full range of people and organisations conducting research that meet the above criteria, including staff from universities, research institutes, the NSW Department of Health, and community agencies; undergraduate and post-graduate students; and independent researchers.

### **Seeking advice**

If you are unsure whether an application should be submitted, you can contact the Twenty10 Managing Director for advice on 02 8594 9556 or via email to [Rebecca.reynolds@twenty10.org.au](mailto:Rebecca.reynolds@twenty10.org.au).

## ***Applications to Other Human Research Ethics Committees***

You should submit an application to the Twenty10 Research Ethics Committee even if you have obtained approval from the HREC in your institution or organisation.

Most research projects for which the Twenty10 Research Ethics Committee receives applications are also submitted to at least one other Human Research Ethics Committee (eg. a University HREC, or a NSW Department of Health Area Health Service HREC). For some projects, University and Area Health Service HRECS have required researchers to obtain Twenty10 approval before they will grant ethics approval.

The Twenty10 Research Ethics Committee is prepared to accept an application at any stage of its progress with another HREC. Each individual researcher can decide whether he/she will seek Twenty10 approval before submitting to other HRECS, or after approval by other HRECs, or simultaneously.

Your application to the Twenty10 Research Ethics Committee should enclose copies of:

- Your application to one other HREC.
- Approval letters from other HRECs.
- Requests to you from other HRECs for additional information about your application, together with your responses to the requests.

## ***Content of an Application***

All applicants must complete an Application Cover Sheet. You can visit our website for a copy of the Application Cover Sheet

An application must include the following documents:

### ***1) A copy of a completed ethics application form***

- This may be an application form that has been submitted to another Human Research Ethics Committees (HRECs) for the same project.
- Where the Twenty10 Association is the only HREC to which an ethics application is being made, the Committee will accept an application completed on the [National Ethics Application Form](#).
- The application should include copies of a Participant Information Statement and pro forma Consent Forms for Individual Participants. You can contact the Twenty10 Research Ethics Committee to obtain a Model Consent Form for Individual Participants or download it from our website.
- 'The Twenty10 Research Ethics Committee' should be included on the Participant Information Form as a body to which participants can raise concerns or complaints about the research.

### ***2) A copy, or summary, of the study protocol for the research.***

- Where the protocol is reasonably concise (eg. less than 10 pages), the full version should be provided.

- Where the protocol is lengthy, a summary that covers the major issues affecting ethics can be provided.

### ***Documents Required***

#### *Copies*

Applicants should forward:

- One (1) hard copy of the application, stapled and presented in final form
- An electronic copy to be sent to [Rebecca.reynolds@twenty10.org.au](mailto:Rebecca.reynolds@twenty10.org.au)

#### *Attachments*

- All attachments should be numbered or lettered
- A summary list of attachments should be provided.

### ***Preferred Font***

The preferred font for an application is Georgia 12 Point, although material previously prepared (eg. copy of an ethics application already submitted to another HREC) will be accepted.

### ***Some Points to Note***

To ensure a timely assessment of applications, researchers should ensure that the following matters are addressed in their application:

- All necessary signatures on the application forms and attachments have been obtained
- The Twenty10 Research Ethics Committee has been included on the Participant Information Form as a body to which participants can raise concerns or complaints about the research.

### ***Deadlines***

An application must be received two weeks before a Committee meeting if it is to be considered by that meeting.

### ***Receipt and Acknowledgement of Applications***

An application is considered to have been submitted on the date when hard copies meeting all of the requirements set out have been received.

Applications will be acknowledged in writing within two week of the date of submission.

The acknowledgement (and future formal communications) will be sent to the person designated as The Applicant on the application. Where no 'Applicant' is designated, the letter will be sent to the first-named Chief Investigator on the application.

# ASSESSMENT OF APPLICATION

## ***Processes for Assessment***

### *Consideration by the Committee*

The application will be reviewed on the basis of Criteria and Guidelines for Assessment that has been established by the Committee.

The Committee may draw on the advice of the External Reference Panel and any supplementary material provided by the researcher(s) in considering any application.

## ***Criteria and Guidelines for Assessment***

- The research will advance scientific and academic bodies of knowledge and result in *demonstrated additional benefit* to queer communities;
- There is queer involvement in all aspects of the proposed research, including research design, ownership of data, data interpretation, and publication of research findings;
- Young people and organisations are to be *reimbursed for all costs* arising from their participation in the research process; and
- Young people and organisations are able to benefit from the *transfer of skills and knowledge* arising from the project.