



# Massey University

Te Kunenga ki Pūrehuroa

## Research Ethics Office

### MEMORANDUM

**To:** All Staff  
**From:** John O'Neill  
**Date:** 10 October 2011

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**Subject:** Responsible Conduct of Research

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I wish to remind you that research conducted in the University either by staff or by supervised students must comply with various Codes of Practice as well as relevant legislation. With respect to human participants, certain teaching activities and evaluations are also covered by a code.

1. For research, teaching and evaluations involving human participants the relevant Code is the Code of Ethical Conduct for Research, Teaching and Evaluations involving Human Participants. Please note that this Code covers research involving either the participation of humans or where the research impacts on individuals, groups or communities.

Please note the following:

- i) Under the terms of accreditation by the Health Research Council, neither full applications to MUHEC nor Low Risk Notifications will be accepted if recruitment and/or data collection have commenced;
- ii) The Code and Approval Procedures including Application Forms, Human Ethics Committee contacts, meeting dates and deadlines are available on the human ethics website (<http://humanethics.massey.ac.nz>). Researchers should download the documents each time they make an application as revisions may have occurred;
- iii) All research with human participants must be recorded, either through a full application or through submission of the Low Risk Notification. The databases on which these are recorded are included in the Annual Report each year. Researchers should consult the Code and Approval Procedures on the website for information concerning procedures;
- iv) Certain categories of research must have approval from a Health and Disability Ethics Committee (HDEC). One copy of such applications must be sent to the Research Ethics Office at the time of submission to an HDEC. Details are available on the website under 'Approval Procedures';

- v) In the case of collaborative research the circumstances vary widely. Advice should be sought from the Director (Research Ethics) as to the process for notification and/or ethical approval for such projects.
  - vi) New staff who bring a project to the University which already has ethical approval, should notify the Research Ethics Office of the ethical approval. Details are included in the Additional Information for Applicants on the website.
  - vii) All staff conducting research must attend the Ethics I seminar. Please consult the Centre for Academic Development and e-Learning (CADEL) for information.
2. For research involving animals the relevant Code is the Code of Ethical Conduct for the Use of Live Animals for Research, Testing and Teaching.

Please note the following:

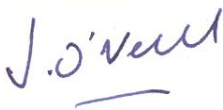
- i) All research with animals must be approved by the Massey University Animal Ethics Committee. The Chair of the Committee is Professor Peter Wilson and the Secretary is Mrs Miralie Thomas Vincent.

Please refer to the website at <http://www.massey.ac.nz/massey/research/research-ethics/animal-ethics/> for details of the Code, Animal Ethics Committee contacts, meeting dates and deadlines and approval forms and procedures.

3. For research involving genetic modification the relevant Code is the Code of Conduct for Research or Teaching Involving the Importation or Development of New Organisms Using Recombinant DNA. These are administered by the Genetic Technology Committee. The Chair is Professor Michael McManus and the Secretary is Mrs Miralie Thomas Vincent.

Please refer to the website at <http://genetictechnology.massey.ac.nz/> for details of the Code, Genetic Technology Committee contacts, meeting dates and deadlines and approval forms and procedures.

4. Please note that there are a number of other codes and policies which may also impact on the conduct of research in the above areas: These include:
- i) Research Practice Policy (Responsible Research Conduct);
  - ii) Research Use of Information Technology Infrastructure Policy;
  - iii) Course Related Student Travel Overseas Policy;
  - iv) Intellectual Property Policy.



Professor John O'Neill  
**Director, Research Ethics**