

Request for Ethics Advice

ETHICS ADVISORY GROUP



Scope

The University of Queensland (UQ or the University) Ethics Advisory Group provides a consultative resource for review of ethical matters that arise from activities of the University that are not related to human research ethics and the approval of research projects. The group has a focus on provision of advice related to:

- A. The School of Anatomy and its operations.
- B. The use of UQ's corporate data for non-research purposes.
- C. Non-research consultancy activities.
- D. Quality assurance and evaluation activities that cannot be reviewed by a human research ethics committee.
- E. Other matters of ethics concern to the University.

What we do

The Ethics Advisory Group aims to promote and support ethical decision making by reaching consensus on the ethical acceptability of a matter. The Group may provide options, considerations, and strategies to help requestors work through ethical issues and concerns, and to assist them to make sound judgements and choices. The Ethics Advisory Group does not provide an avenue for reporting, handling or investigating grievances or cases of suspected misconduct.

The Ethics Advisory Group is not an approval body and it does *not* provide legal advice. Any decision or action taken on the basis of advice provided by the Ethics Advisory Group is the responsibility of the individual.

What we need from you

This form is a mandatory component of submission for the consideration of the Ethics Advisory Group. The form provides an opportunity to explain the background, rationale and any previous advice sought in relation to a matter being submitted for the Group's consideration. In completing this form please use plain language, defining all technical terms and avoiding acronyms.

Privacy

We provide confidential advice and respect your right to remain anonymous. The information collected will be stored, used and disclosed in accordance with UQ's Privacy Management Policy.

Contact us

To lodge this form, or for any other enquiry, please email ethics.advisory@uq.edu.au. All requests for advice must be lodged at least 10 working days prior to the next meeting dates, which are available on our website. We will endeavour to reply to you within two working days.

More information can be found on the UQ Ethics Advisory Group website at <https://www.uq.edu.au/research/ethics-advisory-group-uqeag>

1. Requestor Details	
Title	
Full Name	
Position	
Phone number	
Email	

2. Background and Aims	<ul style="list-style-type: none"> • What is the background to this matter? • Has advice been received from other parties?
<p>A. Background</p> <p><i>Please describe your role as the requestor and outline the background and matters for consideration. How did the matter arise? Who is involved? What are the facts? What are the expected outcomes?</i></p>	
<p>B. Previous advice</p> <p><i>Please summarise any advice that has previously been received (if applicable). Have there been any precedents on similar matters? Is there a norm or standard practice that may be relevant?</i></p>	

C. Relevant frameworks

What policies, codes or guidelines have you consulted in this matter? What other policies, codes or guidelines are relevant to the matter? Consider the law. Broadly, what areas of law does this matter intersect with?

3. Advice sought

- What specific advice is sought?
- What are the ethical issues?
- Who may it affect?
- Are there different perspectives that should be considered?
- What is the impact of not acting?

Identify the ethical concerns relevant to this matter and explain why they apply. Outline any social/societal dimensions relevant to this case and the potential impact on stakeholders of undertaking and not undertaking the activity.

4. Supporting documents

Please list and attach accompanying and supporting documents.

5. Declaration

I hereby certify that the information provided by me in this request for advice (and any other accompanying documents) is correct, accurate and complete to the best of my knowledge. I understand that the Ethics Advisory Group will endeavour to provide advice on the ethical dimensions of the matter under consideration, and that the Group is not an approval body and does not provide legal advice.

Signature:

Name:

Date: