

## Participant Information Sheet

<b>Title</b>	Guiding Principles for Research Integrity for the Asia Pacific Economic Cooperation (APEC)
<b>Chief Investigator</b>	Dr Daniel Barr
<b>Associate Investigators</b>	Dr Paul Taylor, Prof Ralph Horne

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### What does my participation involve?

#### 1 Introduction

You are invited to take part in this research project, which is called the 'Guiding Principles for Research Integrity for the Asia Pacific Economic Cooperation (APEC)'. You have been invited because of your experience as a researcher or as a research administrator or because of your recognised expertise in the field of research integrity.

This Participant Information Sheet tells you about the research project. It explains the processes involved with taking part. Knowing what is involved will help you decide if you want to take part in the research.

Please read this information carefully.

Participation in this research is voluntary. If you don't wish to take part, you don't have to.

If you decide you want to take part in the research project, please complete the questionnaire, which starts on the next page.

By completing the questionnaire, you are telling us that you:

- Understand what you have read
- Consent to take part in the research project

You can download this Participant Information and Consent Form to keep.

#### 2 What is the purpose of this research?

The principles of research integrity make research trustworthy. This project will develop guiding principles for research integrity for and by researchers, administrators, and experts in research integrity across the 21 member economies of APEC. A shared understanding of research integrity will enable greater researcher mobility and collaboration across APEC.

The purpose of this research is to make a consensus set of guiding principles for research integrity for use by APEC economies. Currently, there is not a shared set of principles for research integrity for APEC economies. The guiding principles for research integrity for APEC will not be binding but can be used to guide research practices and inform other initiatives to support research integrity such as policies and training programs. It is hoped that the consensus set of guiding principles for research integrity will enable greater mobility of researchers between APEC economies and will make research collaborations between APEC economies easier.

#### 3 What does participation in this research involve?

The research project will be carried out using a modified 'Delphi' process. A 'Delphi' process is a structured and iterative conversation with experts aimed at generating a consensus conclusion about a complex issue. Together, two questionnaires and a workshop form three rounds of iteration and are aimed at achieving consensus. The results of the modified 'Delphi' process described below will, in turn, be used to produce the guiding principles for research integrity for APEC.

If you decide to take part in this research project, you will be asked to complete two online questionnaires that are written in English. You may also be invited to take part in a workshop, which will be held 29 – 31 October 2018 in Tokyo, Japan.

If you decide to take part in this research project, you will be asked to provide some information about you including your name, where you currently work or study, and your contact information. This information is required in order for us to carry out the modified 'Delphi' process of iteration and refinement towards generating consensus with a group of experts.

If you decide to take part in this research project, we will also ask you to provide your opinion of your own expertise in the field of research integrity. This expertise may be due to your experience as a researcher in the field, as an educator, as academic leader of an institution, as an administrator or research manager, as a policy maker in government, or due to other experience you may have with regards to facilitating or understanding the responsible conduct of research.

For the first questionnaire, you will be asked to provide commonly used terms in your economy to describe responsible research and to consider proposed definitions of guiding principles for research integrity. You will also be asked to rank in order of importance for research integrity a list of guiding principles and lists of responsibilities for researchers, institutions, and research funders. The first questionnaire will take approximately 25 minutes to complete. You will be asked to complete the questionnaire within 10 days.

Your responses to the first questionnaire will be collated with responses made by other participants in order to generate lists of guiding principles and responsibilities that are ranked in order of importance for research integrity.

For the second questionnaire, you will be asked to consider the suitability of the ranking of the guiding principles and responsibilities generated by the first questionnaire. The second questionnaire will take approximately 15 minutes to complete. You will be asked to complete the questionnaire within 10 days.

Your responses to the second questionnaire will be collated with responses made by other participants in order to refine the ranking in order of importance for research integrity of the guiding principles and responsibilities.

The results of the two questionnaires and the refined ranking of the guiding principles and responsibilities for research integrity will be considered at a workshop, which will be held for three days, 29 – 31 October 2018 in Tokyo, Japan. At the completion of the online questionnaires, you may be invited to attend this workshop in person. The workshop will aim to further refine and reach a consensus for the guiding principles for research integrity for APEC. At the workshop you will be encouraged to share your opinions and contribute to discussions.

There are no costs associated with participating in the questionnaires of this research project, nor will you be paid. If you receive an invitation and decide to participate in the workshop, there may be travel and other costs associated. The sponsors of this research project, the Australian Government's Department of Education and Training, are able to reimburse three invited speakers for these costs and will provide more information in a separate invitation to the workshop.

#### **4 Other relevant information about the research project**

A paper describing this project and that provides a limited review of research integrity across APEC can be found here: Barr, D.P., Taylor, P.M. Discussion Paper - The APEC Guiding Principles for Research Integrity. December 2017. DOI: 10.13140/RG.2.2.35634.09925

## **5 Do I have to take part in this research project?**

Participation in any research project is voluntary. If you do not wish to take part, you do not have to. If you decide to take part and later change your mind, you are free to withdraw from the project at any stage.

If you do decide to take part, please download this Participant Information and Consent Form to keep.

Your decision whether to take part or not to take part, or to take part and then withdraw, will not affect your relationship with the researchers or with RMIT University.

Submitting your completed questionnaire or attendance at the workshop is an indication of your consent to participate in the study. You can withdraw your responses any time if you change your mind about having them included in the study, before we have analysed and published the results.

## **6 What are the possible benefits of taking part?**

We cannot guarantee or promise that you will receive any benefits from this research; however, you may appreciate contributing to knowledge.

## **7 What are the risks and disadvantages of taking part?**

### Online questionnaires

This project will use an external site to create, collect and analyse data collected in a questionnaire format. The site we are using is Qualtrics. If you agree to participate in this survey, the responses you provide will be stored on their host server. Once we have completed our data collection and analysis, we will import the data to the RMIT server where it will be stored securely for five years. The data on the host server will then be deleted and expunged.

### Workshop discussions

Whilst all care will be taken to maintain privacy and confidentiality, you may experience embarrassment if one of the attendees were to repeat things said at the workshop. It is advisable that you do not reveal anything too personal or that you may regret later on.

## **8 What if I withdraw from this research project?**

If you do consent to participate, you may withdraw at any time. If you decide to withdraw from the project, please notify a member of the research team named at the end of this document or by email to [Guiding.principles@rmit.edu.au](mailto:Guiding.principles@rmit.edu.au)

You have the right to have any unprocessed data withdrawn and destroyed, providing it can be reliably identified.

## **9 What happens when the research project ends?**

At the completion of this research project, a report will be prepared for the Department of Education and Training and for APEC. It is anticipated that the results of this research project will be published and/or presented in a variety of forums. You will be provided a summary of the results in 2019 when this research project is completed.

## How is the research project being conducted?

### 10 What will happen to information about me?

By completing the questionnaires or participating in the workshop you consent to the research team collecting and using information from you for the research project. The data collected via online questionnaires are individually identifiable. Furthermore, some of the data collected at the workshop may also be individually identifiable. These data collected will be treated as confidential and securely stored on the Qualtrics online survey platform, stored securely on RMIT servers for five years, and may be destroyed after this time period.

It is anticipated that the results of this research project will be published and/or presented in a variety of forums. In any publication and/or presentation, a description of the modified 'Delphi' process may show information about the experts who participated. The information may include your name, and your place of work or study at the time of the research. If you do not wish this information about you to be shown please inform a member of the research team by email to [Guiding.principles@rmit.edu.au](mailto:Guiding.principles@rmit.edu.au)

In accordance with relevant Australian and/or Victorian privacy and other relevant laws, you have the right to request access to the information about you that is collected and stored by the research team. You also have the right to request that any information with which you disagree be corrected. Please inform a research team member named at the end of this document if you would like to access your information.

Any information that you provide can be disclosed only if (1) it is protect you or others from harm, (2) if specifically allowed by law, (3) you provide the researchers with written permission. Any information obtained for the purpose of this research project that can identify you will be treated as confidential and securely stored.

### 11 Who is organising and funding the research?

This research project is being conducted by Dr Paul Taylor, Dr Daniel Barr, and Prof Ralph Horne from RMIT University, Melbourne, Australia.

This research has been funded by the Australian Government's Department of Education and Training on behalf of APEC.

### 12 Who has reviewed the research project?

All research in Australia involving humans is reviewed by an independent group of people called a Human Research Ethics Committee (HREC). This research project has been approved by the RMIT University HREC.

This project will be carried out according to the *National Statement on Ethical Conduct in Human Research* (2007). This statement has been developed to protect the interests of people who agree to participate in human research studies.

### 13 Further information and who to contact

If you want any further information concerning this project, you can contact the research team by email [Guiding.principles@rmit.edu.au](mailto:Guiding.principles@rmit.edu.au) or any of the following people directly:

#### Research contact person

Name	Dr Paul Taylor
Position	Chief Investigator

Telephone	+61 3 9925 2860
Email	<a href="mailto:paul.taylor@rmit.edu.au">paul.taylor@rmit.edu.au</a>

#### Research contact person

Name	Dr Daniel Barr
Position	Chief Investigator
Telephone	+61 3 9925 1626
Email	<a href="mailto:daniel.barr@rmit.edu.au">daniel.barr@rmit.edu.au</a>

## 14 Complaints

Should you have any concerns or questions about this research project, which you do not wish to discuss with the researchers listed in this document, then you may contact:

Reviewing HREC name	RMIT University
HREC Secretary	Peter Burke
Telephone	03 9925 2251
Email	<a href="mailto:human.ethics@rmit.edu.au">human.ethics@rmit.edu.au</a>
Mailing address	Research Ethics Co-ordinator Research Integrity Governance and Systems RMIT University GPO Box 2476 MELBOURNE VIC 3001