

In undertaking any research project funded through Victoria Law Foundation's Knowledge Grant program, it's your responsibility to conduct ethical research.

We have developed the following guidance, information and templates to help you.

- [Confidentiality, informed consent and secure data collection and storage](#)
- [Ethics checklist](#)
- [Sample consent forms](#)

Overarching standards

The recipient organisation and their partners must:

- ✓ Comply with relevant and best practice guidelines, codes and legislation relating to ethical research, including:
 - *Australian Code for the Responsible Conduct of Research (2018)*
 - *National Statement on Ethical Conduct in Human Research (2007 – updated 2018)*
 - *Guidelines for Ethical Research in Australian Indigenous Studies (2012)*
 - *Privacy and Data Protection Act 2014 (Vic)*
 - *Privacy Act 1988 (Cth)*
- ✓ Ensure that those conducting research are adequately trained and supervised
- ✓ Complete an ethics assessment for the research project, considering ethical implications and best practice guidelines
- ✓ Establish an appropriate governance structure, including a complaints mechanism
- ✓ Communicate any ethical issues clearly and in a timely way to all relevant stakeholders, including the Foundation
- ✓ Resolve any ethical concerns arising from the project with due respect and regard to all the interests in the project.

Process for ethics approval

If you are partnering with an academic body you may choose to go through their ethics process.

If not, you will need to establish an alternative process such as forming a reference group or internal governance committee to approve the research activity and guide the project.

For more information or guidance, please contact the Grants Manager on ...