



Self Audit for Researchers

This document has been designed to help researchers to reflect on their research conduct and to comply with guidelines for responsible research conduct. Are all of the following *true* for your research project?

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|-----|
| I am conducting the study in accordance with the protocol approved by the appropriate Ethics Committee. Any modifications have been reported to the Committee and the relevant documents updated. | True | False | N/A |
| I have obtained signed consent forms from all participants (where applicable) and stored these securely. Copies are available for audit. | True | False | N/A |
| I have reported all serious and unexpected adverse incidents to the Ethics Committee and to the MPH Research Fellow. | True | False | N/A |
| I have provided all study participants with a copy of the Participant Information sheet approved by the Ethics Committee. | True | False | N/A |
| I have provided a translator and/or a translated copy of the Participant Information sheet in his/her own language to all non-English speaking participants. | True | False | N/A |
| I have received Ethics Committee approval for all public advertising material that seeks volunteers to participate in the study. | True | False | N/A |
| Approaches to potential participants have been made only by the individuals (or persons in specified roles) approved by the Ethics Committee. | True | False | N/A |
| All paper-based questionnaires have the identifying information removed immediately after processing and are then identifiable only by a code. The 'code-key' is stored separately under lock and key at all times. | True | False | N/A |
| All principal computer files containing study data are stored on a secure network drive where they are regularly backed up. | True | False | N/A |
| All computer files containing study data are protected by passwords. | True | False | N/A |
| No personal identifying information has been transferred to portable drives including USB sticks or portable computers. | True | False | N/A |
| Participants know who to contact if they have a question, complaint or | True | False | N/A |

| | | | |
|-------------------------------------------------------------------------------------------------------------------------|------|-------|-----|
| an emergency. | | | |
| There is a regular meeting of the study team including the Principal Researcher/s to discuss the progress of the study. | True | False | N/A |

If there are problems you can't fix, seek advice from the Research Fellow at MPH, or the Ethics Committee.

Principal Researcher:..... Date:

For further information, please contact:

Research Fellow
 Mary Potter Hospice
 P O Box 7442, 48 Mein St.
 Newtown, Wellington 6242
 Phone: 04 381 0186
 Fax: 04 389 9951