## Prior to completing this form, applicants should review the [National Statement on Ethical Conduct in Human Research](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2023) and apply its principles in preparing the application.

## About this Form

This application form should be used by researchers seeking approval for amendments to approved human research projects.

Note: If your project has not yet been approved, please detail any changes to your project in your response to Committee feedback.

## Completing the Form

This form can be completed on your computer using the tab key to move through the template. The response area will expand to fit the content. Click inside a checkbox to record a Yes/No response. Electronic signatures can be applied in the Declarations section.

Please do not alter any part of the form. If a question is not applicable to your project it may be skipped but should not be deleted.

## Attachments

Before submitting your application, please check that you have attached copies of all required supplementary documentation.

## Submitting the Application

Complete the application and any attachments, obtain the required signatures, and submit via email to the Coordinator, Research Ethics.

## Deadlines

Amendment requests may be submitted at any time and are not subject to meeting deadlines of new applications.

## Notification of Outcome

The nominated Chief Investigator will receive notification of outcome from the Ethics Office within five working days from submission.

## Assistance

For assistance, contact the Ethics Office at [research.ethics@federation.edu.au](mailto:research.ethics@federation.edu.au).

**Amendments must not be actioned prior to receipt of written approval.**

|  |  |
| --- | --- |
| PROJECT DETAILS | |
| HREC Approval Number: | Click or tap here to enter text. |
| Project Title: | Click or tap here to enter text. |
| Chief Investigator: | Click or tap here to enter text. |

|  |
| --- |
| PROPOSED AMENDMENT(S) |

## Requested project changes

Change to project – complete section 1, below

Change of personnel – complete section 2, below

Extension – complete section 3, below

1. Change to project

Outline of changes (one item per row, copy and paste additional rows as required):

|  |  |
| --- | --- |
| Requested Change | Reason for the change |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Outline any inconvenience or possible risks the above change(s) may create for participants**  For example, changes to confidentiality provisions, physical or psychological risks, increased time commitments etc. | Click or tap here to enter text. |
| **Outline how these possible risks will be mitigated by the research team** | Click or tap here to enter text. |

1. Change of personnel

Investigators to **remove** from project (copy and paste additional blocks as required)

|  |  |
| --- | --- |
| Name: | Click or tap here to enter text. |
| Date of departure: | Click or tap to enter a date. |

Investigators to **add** to project (copy and paste additional blocks as required)

|  |  |
| --- | --- |
| Title & Name: | Click or tap here to enter text. |
| Position: | Click or tap here to enter text. |
| Date added to project | Click or tap to enter a date. |
| Institute and Discipline / Organisation: | Click or tap here to enter text. |
| Phone number: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Student ID number: | Click or tap here to enter text. |
| Academic qualifications: | Click or tap here to enter text. |
| Describe what this researcher will do in the context of this project: | Click or tap here to enter text. |
| Include a brief summary of relevant experience for this project: | Click or tap here to enter text. |

All researchers at Federation University are required to undertake training in responsible research conduct (see Australian Code for the Responsible Conduct of Research, R16).

|  |  |  |
| --- | --- | --- |
| Have all of the above named additional Federation University researchers completed the online training module provided by the University (Research Integrity, Second Edition)?  (Every researcher must complete all of the modules they have been advised to complete by the Research Integrity Office. For clarification or more information contact [research.integrity@federation.edu.au](mailto:research.integrity@federation.edu.au). | Yes | No |
| If ***no***, please list those still to complete the training below and confirm that the relevant researchers will complete the training within 3 months of the date of approval of this application (evidence will be required).  Click or tap here to enter text.  Confirm | | |

1. Project Extension

|  |  |
| --- | --- |
| Proposed new completion date: | Click or tap to enter a date. |
| Reason for extension: | Click or tap here to enter text. |

|  |
| --- |
| LIST OF ATTACHMENTS |

Please list all attachments which support this amendment request (copy and paste additional rows as required).

Note, ALL amended documents should be submitted for review.

|  |  |
| --- | --- |
| Document Name | Version Date |
| Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap to enter a date. |

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| --- |
| DECLARATIONS |

## Chief Investigator

I accept responsibility for the conduct of this project and for the supervision of all associated personnel listed

I have read the [University's current human ethics guidelines](https://policy.federation.edu.au/category_list.php?catalogue_id=127), and accept responsibility for the conduct of the procedures set out in the attached application in accordance with the guidelines, the [National Statement on Ethical Conduct in Human Research 2023](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2023), the [Australian Code for the responsible Conduct of Research](https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018) and any other condition laid down by the Federation University’s Human Research Ethics Committee or its sub-committees. I have attempted to identify all risks related to the research that may arise in conducting this research and acknowledge my obligations and the rights of the participants. I and my co-researchers and supporting staff have the appropriate qualifications, experience and facilities to conduct the research set out in the attached application and this amendment, and to deal with any emergencies and contingencies related to the research that may arise. Any additional staff added by this amendment have the appropriate qualifications, experience and facilities to conduct the research set out in the attached application and to deal with any emergencies and contingencies related to the research that may arise.

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| --- |
| ……………………………………………….. Chief Investigator  Click or tap here to enter text. ………………………………………………… (Print name in block letters)  Date: …..../…...../…..... |

## All other Investigators (if applicable), including any additional personnel added by this amendment request

The information contained herein is, to the best of my knowledge and belief, accurate. I have read the [University's current human ethics guidelines](https://policy.federation.edu.au/category_list.php?catalogue_id=127), and accept responsibility for the conduct of the procedures set out in the attached application in accordance with the guidelines, the [National Statement on Ethical Conduct in Human Research 2023](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2023), the [Australian Code for the responsible Conduct of Research](https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018) and any other condition laid down by the Federation University’s Human Research Ethics Committee or its sub-committees. I have attempted to identify all risks related to the research that may arise in conducting this research and acknowledge my obligations and the rights of the participants. I and my co-researchers and supporting staff have the appropriate qualifications, experience and facilities to conduct the research set out in the attached application and this amendment and to deal with any emergencies and contingencies related to the research that may arise.

|  |  |
| --- | --- |
| ……………………………………………….. Other Researcher  Click or tap here to enter text. (Print name in block letters)  Date: Click or tap to enter a date. | ……………………………………………….. Other Researcher  Click or tap here to enter text. (Print name in block letters)  Date: Click or tap to enter a date. |
| ……………………………………………….. Other Researcher  Click or tap here to enter text. (Print name in block letters)  Date: Click or tap to enter a date. | ……………………………………………….. Other Researcher  Click or tap here to enter text. (Print name in block letters)  Date: Click or tap to enter a date. |
| ……………………………………………….. Other Researcher  Click or tap here to enter text. (Print name in block letters)  Date: Click or tap to enter a date. | ……………………………………………….. Other Researcher  Click or tap here to enter text. (Print name in block letters)  Date: Click or tap to enter a date. |