## About this Form

## As per Chapter 5.3 of the National Statement on Ethical Conduct in Human Research (‘National Statement’), institutions have a ‘responsibility to adopt a review or authorisation process that minimises unnecessary duplication of ethical review’ (N.S. 5.3.1). This form is to be used when Federation University researchers receive ethics approval from another [NHMRC registered Human Research Ethics Committee](https://www.nhmrc.gov.au/sites/default/files/documents/attachments/Committee/HREC-Human-Research-Ethics-Committees-registered-with-NHMRC-LIST.pdf) (HREC). It may also be used for projects with ethical approval from an international ethical review committee or board, provided the review criteria is consistent with the requirements for ethical approval in Australia, as per the National Statement. Additional evidence may be requested by the Federation University HREC to support this claim.

If you have any queries regarding whether or not your project qualifies for this process, the Coordinator Research Ethics, Mt Helen welcomes enquiries in the preparation of an application.

## Completing the Form

Information to assist in preparing a successful application is available on the Federation University Human Research Ethics [website](https://federation.edu.au/research/internal/ethics/human-ethics). Student researchers must discuss their application with their supervisor. The Coordinator Research Ethics, Mt Helen also welcomes enquiries in the preparation of an application.

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.

Please do not alter any part of the form and answer all questions.

## Attachments

Before submitting your application, please check that you have attached copies of all required supplementary documentation. You will need to submit as separate unnumbered attachments:

* Approved application form including all approved attachments.
* Evidence of approval
* Any subsequently approved amendment requests and evidence of approval.

## Submitting the Application

Complete the application and any attachments and submit via email to the Coordinator, Research Ethics research.ethics@federation.edu.au, **cc’ing all co-investigators.** The application submitted should be complete and final.

## Deadlines

Externally Approved Project Applications may be submitted at any time and are not subject to the 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.

**Please delete this instruction page before submission.**

# REQUEST TYPE

|  |  |  |
| --- | --- | --- |
| [ ]  | **Transfer application from another institute** | *For example, the Principal Researcher has relocated to Federation University from another institution and ethics approval was obtained from their previous employer’s HREC* |
| [ ]  | **Register an externally approved project** | *For example, this research project will be conducted at more than one institution by one or more researchers and has received ethics approval from another institution.* |

# PROJECT DETAILS

|  |  |
| --- | --- |
| **Project Title** | Click or tap here to enter text. |
| **Name of approving institution** | Click or tap here to enter text. |
| **Approval reference number** | Click or tap here to enter text. |
| **Date of approval** | Click or tap here to enter text. |
| **Date of approval expiry** | Click or tap here to enter text. |

|  |
| --- |
| What type of project is this? (Tick as many as apply) |
| [ ]  Funded Consultancy | [ ]  Masters by Research | [ ]  Undergraduate Research |
| [ ]  Clinical Trial | [ ]  Masters by Coursework | [ ]  Class Research Project |
| [ ]  Staff Research  | [ ]  Postgraduate Diploma | [ ]  Other - provide details: Click or tap here to enter text. |
| [ ]  PhD | [ ]  Honours Research |

|  |  |
| --- | --- |
| **Through which Research Centre is the research to be conducted?**If applicable. Please write ‘NA’ if this project is not associated with a Research Centre; the project will be recorded as activity within the Chief Investigator’s Institute, TAFE or other work area. | Click or tap here to enter text. |
| **Please outline any funding source/s, including Federation University registration number (‘G code’) if applicable.** | Click or tap here to enter text. |
| **If this project is a Clinical Trial, please include the Clinical Trial Registration Number.** | Click or tap here to enter text. |

# RESEARCHER DETAILS

| Principal Federation Univeristy Researcher (must be a Federation University STAFF member) |
| --- |
| **Title and Name** | Click or tap here to enter text. |
| **Position on this project** | Click or tap here to enter text. |
| **Institute and discipline** | 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. |

| Co-Researchers |
| --- |
| **Title and Name** | Click or tap here to enter text. |
| **Position on this project**If this researcher is the Overall Principal Researcher/Lead Investigator, please state that here | Click or tap here to enter text. |
| **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, if applicable** | Click or tap here to enter text. |
| **WWCC number and expiry date, if applicable**For non-Federation University staff only.For people based outside of Victoria, please include detail of the local equivalent to the Victorian Working with Children Check | Click or tap here to enter text. |

*\*\* Copy additional co-investigator blocks, as needed.*

# PROJECT SUMMARY

**Provide a brief summary of your research project, with particular reference to burden on participants. (500 words max).**

|  |
| --- |
| Click or tap here to enter text. |

**Specify the precise location/s where recruitment and data collection will occur.**

|  |
| --- |
| Click or tap here to enter text. |

# RESEARCHER DECLARATION

In submission of this application, the Federation University Chief Investigator declares that:

* they, and other named investigators, are listed as investigators on the externally approved ethics application and are authorised to submit this application to the Federation University HREC;
* they 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#download), 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;
* they have discussed this project with their Centre Director/Dean/Research Advisor or Line Manager;
* the and all named Researchers and research support staff are aware of, and accept the responsibilities inherent in, their role on this project;
* the methodological/technical aspects of the proposal are appropriate to the tasks proposed;
* that all investigators and supporting staff 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.
* they have read the Federation University [Research and Research Training Policy](https://policy.federation.edu.au/category_list.php?catalogue_id=127) and [Research Ethics and Institutional Biosafety Procedure](https://policy.federation.edu.au/research/procedures/research_ethics/ch11.php); and
* the information contained herein is, to the best of their knowledge and belief, accurate.

## Submitting the Application

This completed application form and all relevant attachments should be submitted via email to the Coordinator, Research Ethics research.ethics@federation.edu.au.

Supporting documents should be included in this email as **separate** and **unnumbered**, but clearly labelled, attachments.

**Co-investigators must be copied in email submission of this application**.