# About this Form

As per Chapter 5.3 of the National Statement on Ethical Conduct in Human Research, institutions have a ‘responsibility to adopt a review process that eliminates any unnecessary duplication of ethical review’ (N.S. 5.3.1). This form is used when Federation University researchers receive ethics approval from another NHMRC registered Human Research Ethics Committee (HREC).

## Guidance

For a list of registered Australian HRECs, please see the ‘[List of Human Research Ethics Committees registered with NHMRC.’](https://www.nhmrc.gov.au/sites/default/files/documents/attachments/registered-hrecs.pdf) 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.

|  |
| --- |
| **Research Ethics Office:** Room 218 Ground Floor, Building F, Mt Helen Campus  **Email:** [**research.ethics@federation.edu.au**](mailto:research.ethics@federation.edu.au)  **Phone:** +61 3 5327 9765 |

# Submission

Please complete this form and submit along with:

Evidence of external approval

Approved application including all supporting documentation

Any approved amendment requests and evidence of approval

***NOTE: Any amendments approved following submission and approval of this application must be forwarded along with evidence of approval to the Coordinator Research Ethics for noting by the Federation University HREC.***

# 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.*

# HREC Approval Details

|  |  |
| --- | --- |
| **Name of Approving Institution** |  |
| **Approval Reference Number** |  |
| **Project Title** |  |
| **Date of Approval** |  |
| **Date of Approval Expiry** |  |

# Researcher Details

|  |  |
| --- | --- |
| Principal Federation University Researcher (must be a STAFF MEMBER) | |
| **Title & Name:** |  |
| **Position:** |  |
| **School/Section:** |  |
| **Phone number:** |  |
| **Email address:** |  |

|  |  |
| --- | --- |
| Co-Researcher/s \*\*copy and paste this table for each person involved in the project | |
| **Title & Name:** |  |
| **Position:** |  |
| **Position on this project:**  *If this researcher is the Overall Principal Researcher/Lead Investigator, please state that here* |  |
| **School/Section:** |  |
| **Phone number:** |  |
| **Email address:** |  |
| **Student ID number:** |  |
| **WWCC number and expiry date if relevant (non Federation University staff):**  *\*Note: For people based outside of Victoria, please include detail of the local equivalent to the Victorian Working with Children Check* |  |

# Project Details

Project Title

|  |
| --- |
|  |

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

|  |
| --- |
|  |

Please specify the precise location/s where recruitment and data collection will occur.

|  |
| --- |
|  |

Please outline any funding source/s, including:

|  |
| --- |
|  |

If this project is a Clinical Trial, please include the Clinical Trial Registration Number.

|  |
| --- |
|  |

# RESEARCHER DECLARATIONS

## Researcher Declarations:

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://federation.edu.au/research/support-for-students-and-staff/ethics/human-ethics/policies-procedures-guidelines), and accept responsibility for the conduct of the procedures set out in the attached application in accordance with the guidelines, the Australian Government’s [*National Statement on Ethical Conduct in Human Research 2007 (Updated 2018)*](https://nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018)*,*  [*The Australian Code for the responsible Conduct of Research*](https://nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2007)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 to deal with any emergencies and contingencies related to the research that may arise. 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.

|  |  |
| --- | --- |
| ………………………………………………..  *Principal Researcher*  ………………………………………………………  (Print name in block letters)  Date: …..../…...../…..... | |
| ……………………………………………  *Other Researcher*  ………………………………………………  (Print name in block letters)  Date: …..../…...../…..... | ……………………………………………………  *Other Researcher*  …………………………………………………  (Print name in block letters)  Date: …..../…...../…..... |
| ……………………………………………  *Other Researcher*  ………………………………………………  (Print name in block letters)  Date: …..../…...../…..... | ……………………………………………………  *Other Researcher*  …………………………………………………  (Print name in block letters)  Date: …..../…...../…..... |
| ……………………………………………  *Other Researcher*  ………………………………………………  (Print name in block letters)  Date: …..../…...../…..... | ……………………………………………………  *Other Researcher*  …………………………………………………  (Print name in block letters)  Date: …..../…...../…..... |