# HUMAN RESEARCH ETHICS APPLICATION

# PROJECT AMENDMENT FORM

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| OFFICE USE ONLY | |
| Application Number |  |
| Category (1 - 4) |  |
| Assessor |  |

*CRICOS Provider 01037A*

1. **Research students**

If you are studying for a Higher Degree by Research at the University and have not had your research project approved by a Confirmation Panel (for a Doctoral degree), DO NOT PROCEED with this application. You must request an Approval or Confirmation Panel first. If you have already had an Approval or Confirmation Panel, please enter the date below.

|  |  |
| --- | --- |
| Date of Panel |  |

You must not proceed with research involving human participants, including approaching any potential participants to seek their participation, until HREC has granted approval in writing.

## Main applicant details

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| --- | --- |
| **Personal details** | |
| Name |  |
| Researcher Status (HDR student, academic staff member, honorary researcher) |  |
| College |  |
| Project Title |  |
| Email |  |
| Name of Supervisor  (if applicable) |  |

## Project Amendment

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| **Project Amendment Summary** |
| Please succinctly outline in plain, non-technical language the nature, potential significance, and aims of the amendment/s to this project. Why are these amendments necessary?  (maximum 300 words) |
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| **Impact on Documentation** |
| Please indicate whether the changes will require modification to documentation relating to the project. Include details of which documents will be updated and/or what new documents will be added.  (maximum 250 words) |
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| **Possible Inconveniences or risks** |
| Please list any inconveniences or risks to participants as a result of the changes.  (maximum 200 words) |
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| **Actions Taken to reduce inconvenience or risks** |
| *Please list any additional actions or support that you need to provide as a result of these changes to reduce inconveniences or risks to participants.*  *(maximum 200 words)* |
|  |
| **Expected date of implementation of amendment to research** |
| Please enter the date that you intend to implement the changes. |
|  |
| **Funding** |
| Please indicate the effect that these changes will have on funding arrangements.  (maximum 200 words) |
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| **Legislative Requirements** |
| Please outline any effect the changes will have on compliance with legislative requirements.  (maximum 200 words) |
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## Research Outputs and Reporting

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| Please explain whether the changes will impact the anticipated outputs of the project (including any relevant publications, seminars and conference papers, or reports).  (maximum 200 words) |
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## Signatures

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| **Declaration** |
| I / We, the undersigned, accept responsibility for the conduct of the research detailed above in accordance with the principles outlined in the *National Statement on Ethical Conduct in Human Research* (2007), the *Australian Code for the Responsible Conduct of Research*, and any other conditions required by the University of Divinity’s Human Research Ethics Committee.  I / We, the undersigned, agree that if any changes to the approved research design or methodology are proposed after the Committee’s consent has been obtained, then HREC will be immediately informed by the Chief Investigator in writing.  I / We, the undersigned, further agree that no research actions varying from those approved will be undertaken until further approval is received from the University’s HREC.  I / We, the undersigned, agree that should the research project be discontinued, then the University’s HREC will be informed in writing, with reasons, and that data collected will be retained securely on the same terms as if the research project had been completed. |

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| **Chief Investigator** | | | |
| Signature |  | Date |  |
| Name  *Write SURNAME in capitals* |  | | |
| **Principal Supervisor** (for HDR student applications) | | | |
| Signature |  | Date |  |
| Name  *Write SURNAME in capitals* |  | | |

Please attach a copy of the *Participant Information and Consent Form (PICF)*, recruitment flyers, and approvals from third parties, proposed interview questions, and any other documentation to be used in conjunction with the research.

Please note that provided the version is clearly identified and no more than nominal variations are applied, it is not necessary to submit copies of standard tests, scales, or questionnaires unless requested specifically by the HREC.