***Please email one pdf file including all documents, i.e. cover sheet, external ethics application form and all attachments in one pdf document, to*** ***ethics@jcu.edu.au******. If it is not submitted in one pdf file it will not be accepted. A hard copy is not required.***

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| --- | --- | --- |
|  | Office use only JCU | H |
|  |
| 1 | TITLE OF PROJECT |  |
| 2 | DURATION OF APPROVAL |
|  | COMMENCEMENT DATE  |  | FINISH DATE |  |
|  |
| 3 | PRINCIPAL INVESTIGATOR’S DETAILS (This is the lead JCU person on the study) |
|  | Last Name  | ESN[[1]](#footnote-1) | ORGU | Discipline/College or Institution (Country) |
|  |  |  |  |  |
|  | First Name and Title |  |  |
|  |  |  |  |
|  | Email | Phone | Fax |
|  |  |  |  |
|  | REASON FOR RESEARCH | No | Yes | If Yes, which degree (i.e. PhD, MSc) |
|  | *Does this research contribute towards a formal qualification?* |  |  |  |
|  | Qualifications |  |
|  |

DETAILS – EXTERNAL APPROVALS GRANTED i.e. ethics approvals for external HRECs

|  |  |  |
| --- | --- | --- |
| 4 | Name |   |

|  |  |  |  |
| --- | --- | --- | --- |
| 5 | ATTACHMENTS – EXTERNAL DOCUMENTS APPROVED  | NO | YES |
|  | Copy of ethics application submitted  |  |  |
|  | Copy of Information sheets and Informed consent forms approved  |  |  |
|  | Copy of any correspondence |  |  |
|  | Copy of Approval notice/s |  |  |
|  | Comments: |

**6 DECLARATION OF PRINCIPAL INVESTIGATOR – MUST BE SIGNED BY THE JCU PRINCIPAL INVESTIGATOR**

|  |
| --- |
| * I declare that all investigators of this research PROJECT are qualified and authorised to perform procedures described in this document;
* I certify that the assistants involved in this PROJECT have been fully briefed on procedures and relevant ethical considerations;
* I am aware of the responsibilities set out in the relevant legislation;
* I undertake to inform the JCU Research Office of any changes to the proposed procedures or details given in this form subsequent to its submission (including change of contact details);
* I agree to assist the University to monitor the conduct of research conducted under JCU auspices by complying with any requirements (including reporting) of the external approval granted;
 |
| Signature *(Principal Investigator)* | Date |

**7. DECLARATION by SUPERVISOR(S) - SUPERVISOR/S MUST SIGN IF THE PRINCIPAL INVESTIGATOR IS A JCU STUDENT (AT LEAST ONE SUPERVISOR MUST BE A JCU SUPERVISOR)**

|  |
| --- |
| I/We: * Declare that I/we am/are qualified and authorised to supervise procedures described in this document;
* Certify that the investigators and assistants involved in this PROJECT have been fully briefed on procedures and relevant ethical considerations;
* Am aware of the responsibilities set out in the relevant legislation;
* Suitable facilities including contingent facilities are available for this PROJECT;
* Adequate instructions have been given for participant welfare and post-PROJECT care and monitoring;
* The staff members involved are appropriately qualified and competent for the task described.
 |
| Signature *(Supervisor) Date:* | Name | Signature *(Supervisor 2) Date:* | Name |

**8. AUTHORISATION by DEAN OF COLLEGE/DELEGATE – THE PRINCIPAL INVESTIGATOR MUST OBTAIN THE SIGNTURE OF THE DEAN/DELEGATE BEFORE SUBMITTING THE APPLICATION TO THE JCU HREC.**

|  |
| --- |
| I certify that: * Suitable facilities including contingent facilities are available for this PROJECT;
* Adequate instructions have been given for participant welfare and post-PROJECT care and monitoring;
* The staff members involved are appropriately qualified and competent for the task described.
 |
| Signature  | Date |

1. Indicate if the Researcher is currently an **E**mployee or a **S**tudent of JCU, or a researcher who is **N**ot affiliated with JCU. If the PROJECT involves international cooperation, please specify the country. [↑](#footnote-ref-1)