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|  | HUMAN ETHICS APPROVAL NUMBER | H      |
|  | Version No. and Date\*  |             |

**HUMAN RESEARCH ETHICS**

**ACKNOWLEDGEMENT OF EXTERNAL HREC APPROVAL**

***Submission and completion guide:***

* ***Additional rows/tables can be added to tables if required***
* ***Please also provide a copy of the ethics approval document, approved ethics application and all supporting documents***
* ***Please submit this form and any amended supporting documents as one (1) PDF by email to*** ***ethics@jcu.edu.au***

\***Each time the application and/or supporting documents are updated please change the version number and date of each document.**

1. **Project Title**

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1. **Principal Investigator** (The PI must be a JCU staff member or student currently enrolled at JCU – the PI for this purpose may not be the PI on the project overall)

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **Discipline/College/Organisation** |  |
| **Institution** |  |
| **Organisation Unit (ORGU) No.** (JCU staff/students only) |  |
| **Relationship to JCU** (staff, student, adjunct) |  |

**Student Supervisor** (if the Principal Investigator is a student)

|  |  |
| --- | --- |
| **Name**  |  |
| **Email** |  |
| **Discipline/College/Organisation** |  |
| **Institution** |  |
| **Organisation Unit (ORGU) No.** (JCU staff/students only) |  |
| **Relationship to JCU** (staff, student, non-JCU) |  |

**Student Supervisor** (if the Principal Investigator is a student)

|  |  |
| --- | --- |
| **Name**  |  |
| **Email** |  |
| **Discipline/College/Organisation** |  |
| **Institution** |  |
| **Organisation Unit (ORGU) No.** (JCU staff/students only) |  |
| **Relationship to JCU** (staff, student, non-JCU) |  |

**Co-investigator 1**

|  |  |
| --- | --- |
| **Name**  |  |
| **Email** |  |
| **Discipline/College/Organisation** |  |
| **Institution** |  |
| **Organisation Unit (ORGU) No.** (JCU staff/students only) |  |
| **Relationship to JCU** (staff, student, non-JCU) |  |

**Co-investigator 2**

|  |  |
| --- | --- |
| **Name**  |  |
| **Email** |  |
| **Discipline/College/Organisation** |  |
| **Institution** |  |
| **Organisation Unit (ORGU) No.** (JCU staff/students only) |  |
| **Relationship to JCU** (staff, student, non-JCU) |  |

**Co-investigator 3**

|  |  |
| --- | --- |
| **Name**  |  |
| **Email** |  |
| **Discipline/College/Organisation** |  |
| **Institution** |  |
| **Organisation Unit (ORGU) No.** (JCU staff/students only) |  |
| **Relationship to JCU** (staff, student, non-JCU) |  |

**Co-investigator 3**

|  |  |
| --- | --- |
| **Name**  |  |
| **Email** |  |
| **Discipline/College/Organisation** |  |
| **Institution** |  |
| **Organisation Unit (ORGU) No.** (JCU staff/students only) |  |
| **Relationship to JCU** (staff, student, non-JCU) |  |

1. **Approving External HREC Details**

|  |  |
| --- | --- |
| **HREC Name**  |  |
| **Approval Reference** |  |

1. **Approval Period**

|  |  |
| --- | --- |
| **Start** (Approx.) |  |
| **Finish** (Approx.) |  |

1. **Participant Details**

|  |  |
| --- | --- |
| How many total participants do you need to meet your project aims? |  |
| How many of the total participants will be JCU students? |  |
| Will any participants be Aboriginal or Torres Strait Island peoples? If so, how many of the total sample are expected to identify as Aboriginal and Torres Strait Islander? |  |

1. **Research Sites/Locations** (List the sites where research will be taking place)

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1. **Documentation Attached**

**Please provide:**

* All documents reviewed by the approving HREC including application, information sheets, consent forms, protocols etc
* Correspondence between the researcher and the HREC post-review
* Approval notices from the approving HREC
* This Cover Sheet, signed by the Dean or their Delegate
1. **Declarations and Signatures** (Add rows as required)

I declare that:

All investigators of this research project are qualified and authorised to perform procedures described in this document

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 Human Research Ethics Committee (HREC) 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 provide copies of any progress reports submitted to the external HREC and the final report upon completion of the project as appropriate

This project complies with the National Health and Medical Research Council *National Statement on Ethical Conduct in Human Research, 2007 (Updated 2018)*

The purpose of this project cannot be achieved by alternatives to the use of human participants

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| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| **Principal Investigator** |  |  |  |
| **Student Supervisor** |  |  |  |
| **Student Supervisor** |  |  |  |

**Dean/Delegate**

I declare that:

* There are adequate resources, facilities and support for this project to proceed to conclusion
* The staff members involved are appropriately qualified and competent for the task described
* Adequate instructions have been given for participant welfare and post-project care and monitoring

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| --- | --- | --- | --- |
| **Position** | **Name** | **Signature** | **Date** |
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