|  |  |
| --- | --- |
| UQlogoLscape RGB.jpg | **Office of Research Ethics**  The University of Queensland Cumbrae-Stewart Building (72) University of Queensland QLD 4072  Phone: +61 7 336 54583  Email: research.governance@research.uq.edu.au  <http://uq.edu.au/research/integrity-compliance/> |
| **Request for Exemption from Human Research Ethics Review**  This form should be used to request that the University of Queensland’s Office of Research Ethics review the specifics of your project involving human subjects and to acknowledge it as exempt from ethics review under the *National Statement on Ethical Conduct in Human Research* and University of Queensland policy.  Research that uses only existing collections of data that contain only non-identifiable data about human beings **AND** is of negligible risk, may be exempt from review ([National Statement §5.1.22](http://www.nhmrc.gov.au/book/chapter-5-1-institutional-responsibilities)). Researchers can also request exemption if the project is a Quality Assurance or Evaluation activity.  Please submit your completed form to Human Research Ethics Office: [research.governance@research.uq.edu.au](mailto:research.governance@research.uq.edu.au)   |  |  | | --- | --- | | 1. **Project title** |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 1. **Chief Investigator, or Supervisor in case of student research** | | | | | | | **Name** | *Title, given name, and family name* | | | | | | **School, Institute or Faculty** |  | | | **StaffId #** |  | | **Telephone** |  | **Email** |  | | |  |  |  |  |  | | --- | --- | --- | --- | | **Additional researchers/co-investigators, including students and non-UQ investigators** | | | | | **Researcher** | **Title, given name, and family name** | **School, Centre, Institution** | **Email** | | **2** |  |  |  | | **3** |  |  |  | | **4** |  |  |  | | **5** |  |  |  |  |  |  | | --- | --- | | 1. **Aim of this project (Plain language description.)** | Describe the purpose of this research *in layman’s terms please*. |  |  |  | | --- | --- | | 1. **Research design** | Use this space to explain the research design sufficiently for the reviewers to understand how it will answer the research question(s). |  |  |  | | --- | --- | | 1. **Source of data (if applicable)** | Please include the source of the data (e.g. web site, published report, etc) |  |  |  | | --- | --- | | 1. **Why is this project exempt from ethics review?** | Justify your request for exemption based on National Statement on Ethical Conduct in Human Research, Chapter 5.1.22 |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1. **Expected  Start and finish** | **Start date** |  | **End date** |  | | |

|  |  |
| --- | --- |
| 1. **Additional information or comments** |  |

**Certification / signatures**

|  |  |
| --- | --- |
| **Chief Investigator or Supervisor of Higher Degree Research Student** | **Declaration by the Chief Investigator**   * I accept legal and ethical responsibility for the conduct of this project. * I confirm my belief that this project qualifies for exemption from ethics review based on the answers I have provided in this form. * If the project extends to interact with people or with data about people beyond what is described in this form, I will apply for and await additional ethics review and approval before commencing that extended work.   **Signed:**  (see comment below about using UQ email instead of ink signatures)  **Name:**  **Date:** |

UQ deems this document as signed if you send it attached to an email **from your UQ email address**. Alternatively, you can sign the signature page, scan that page and send it with the other pages and application documents.