**Human Research Ethics Office**

Request for Amendment to an approved proposal

**Part A – Administrative Summary** *(All fields mandatory)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Relevant HREC:** | HREC A | HREC B | | Low/Negligible Risk |
| Clearance number: Enter here | | | Project title:Enter here | |
| Chief Investigator: Enter here | | | | |
| Phone: Enter here | | | Email: Enter here | |
| School/Centre/Institute: Enter here | | | | |
| Authorised contact: Enter here | | | | |
| Phone: Enter here | | | Email: Enter here | |

**Does this project hold other (non-UQ HREC) ethical clearance?**

No  Yes (*if yes, attach amendment request and approval from the primary HREC. Proceed to Part D*)

**Part B – Proposed Amendments** *(Check all that apply and provide details as required)*

**1. Change to Investigators (including students and non-UQ investigators)**

**Add Investigators** *Add rows as required*

*\*Please attach CVs for all new personnel*

|  |  |
| --- | --- |
| Name: e.g. Dr Joan Smith | |
| Role: e.g. endocrinologist | Affiliation: e.g. University of Queensland |

**Remove Investigators** *Add rows as required*

|  |  |
| --- | --- |
| Name: e.g. Mr John Jones | |
| Role: e.g. PhD student | Affiliation: e.g. Griffith University |

**2.** **List all other changes to the project**

|  |
| --- |
| Provide detail on all the changes you propose |

**3.** **Reasons for changes**

|  |
| --- |
| Please describe reasons why any changes are necessary |

**Part C – Ethical Considerations** *Must be provided for all boxes checked in Part B*

**Describe any ethical considerations including potential impacts on participants arising from the above requested amendment(s).**

|  |
| --- |
| Detail all ethical considerations related to all requested amendment(s). |

**Describe the risks and burdens arising from the requested amendment(s) and how they will be mitigated and managed.**

|  |
| --- |
| Include risks (National Statement Section 2.1) and burdens on participants, researchers and third parties. |

**Describe the benefits, if any, associated with the above requested amendment(s).**

|  |
| --- |
| Include benefits to participants, groups, communities, society, the advancement of knowledge and researchers as a result of the requested amendment(s). |

**Explain how the merits and benefits of the above requested amendment(s) justify any risks or burdens associated with the above requested amendment(s).**

|  |
| --- |
| Consider how the requested amendment(s) will increase the risk and/or benefit of the project. |

**Expected date of implementation:** Click here to enter a date.

**Part D – Declaration** *To be completed by chief investigator (CI) (students include supervisor’s signature)*

We/I, the undersigned researcher/s, have read the [*University of Queensland’s Guidelines for Ethical Review of Research Involving Humans*](file:///\\Aquila\pccomm\Human%20Ethics\Human%20Ethics%20Resources\Web%20content%20resources\uq_guidelines.rtf) and the [*National Statement on* *Ethical Conduct in Human Research*](file:///\\Aquila\pccomm\Human%20Ethics\Human%20Ethics%20Resources\Web%20content%20resources\NHMRC%20national%20statement.pdf), and agree to abide by them in the conduct of this research. We/I understand that this includes the reporting and monitoring roles associated with the approval by the University of Queensland.

Signature of project leader: \_\_\_\_\_\_ Date: Click here to enter a date.

(if student) signature of advisor: Date: Click here to enter a date.

|  |  |  |
| --- | --- | --- |
| **Attachments:** |  |  |
| **Should any approved documents require amendments, please include both a “tracked changes” and clean version of each form. Please also remember to update the version number and date on each document.** | | |
|  | Participant Information Sheet | Participant Consent Form |
| Existing HREC Approval | Gatekeeper Consent | Research Protocol |
| Questionnaire | Investigator CV | Other Please specify |

Submit the signed and completed form, **with all attachments**, to [humanethics@research.uq.edu.au](mailto:humanethics@research.uq.edu.au), or submit one paper copy (with attachments) to: Human Research Ethics Office, UQ Research and Innovation, Cumbrae Stuart Building (72), The University of Queensland QLD 4072.

|  |  |
| --- | --- |
| **Further information:** | Website: [uq.edu.au/research/integrity-compliance/human-ethics](http://www.uq.edu.au/research/integrity-compliance/human-ethics)  Email: [humanethics@research.uq.edu.au](mailto:humanethics@research.uq.edu.au)  Phone: (07) 336 53924 |