**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:///%5C%5CAquila%5Cpccomm%5CHuman%20Ethics%5CHuman%20Ethics%20Resources%5CWeb%20content%20resources%5Cuq_guidelines.rtf) and the [*National Statement on* *Ethical Conduct in Human Research*](file:///%5C%5CAquila%5Cpccomm%5CHuman%20Ethics%5CHuman%20Ethics%20Resources%5CWeb%20content%20resources%5CNHMRC%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, 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.auPhone: (07) 336 53924 |