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|  | **Research and Graduate Studies Committee****University Human Ethics Committee****College Human Ethics Sub-Committees**[www.latrobe.edu.au/researchers/research-office/ethics/human-ethics](http://www.latrobe.edu.au/researchers/research-office/ethics/human-ethics) |
| **Research Office** |  |

**NEGLIGIBLE RISK PROJECT – HUMAN RESEARCH ETHICS**

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| 1. **Project Title**
 | Click here to enter text. |
| 1. **Chief Investigator / Supervisor:**

 (academic staff  members only) | Name: | Click here to enter text. |
| Email address: | Click here to enter text. |
| Department: | Click here to enter text. |
| 1. **Student Investigator** (if applicable)
 | Click here to enter text. |

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| 1. **Provide a description of the project in plain language including:**
* *Aims of the research (Including a brief background to the research)*
* *Methods (if recruiting participants please include specific detailed step-by-step recruitment methods)*
* *Nature of participants and participation (if any).*
 |
| 1. **Specify the precise location/s where recruitment and data collection will occur.**
2. **Specify the precise location/s data will be stored (both electronic and hard copy data)**
3. **Type of Project** (indicate whichever is applicable)
 |
|[ ]  Research by Academic Staff Member |[ ]  Postgraduate Research |
|[ ]  Contract Research |[ ]  Masters Research/Coursework |
|[ ]  Undergraduate Research |[ ]  Honours Research |
|[ ]  Clinical Trial |[ ]  Funded by external grant (please specify funding body and title of project)Click here to enter text. |

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| 1. **Please provide evidence** for why the study should be classified as negligible risk (not low risk) as defined by the National Statement (as per sections [2.1.7](https://www.nhmrc.gov.au/book/chapter-2-1-risk-and-benefit) , [5.1.6-8](https://www.nhmrc.gov.au/book/chapter-5-1-institutional-responsibilities)  and [5.1.22-23](https://www.nhmrc.gov.au/book/chapter-5-1-institutional-responsibilities))
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| 1. **RESEARCH USING EXISTING DATABASES**

If research involves access to existing data bases provided by an institution/s, please indicate: |
|  | Where the data is held, source/s and number of recordsClick here to enter text. |
|  | Whether data to be used will be non-identifiable, re-identifiable (e.g. coded) or identifiableClick here to enter text. |
|  | Whether permission has been granted by donors to use these data for research purposesClick here to enter text. |
|  | Whether formal permission/clearance has been sought or obtained from the relevant institution/s Click here to enter text. |

1. **Complete an Investigator Template for each La Trobe investigator involved.**

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| **Chief Investigator: La Trobe University Staff Only** For database purposes please ensure that all details are up to date and correct. |
| Name | Click here to enter text. | Staff/Student No. | Click here to enter text. |
| Email address | Click here to enter text.  |
| School/Institute | Click here to enter text. |
| Role on the project (e.g. interviewing participants, data analysis etc.) |  |

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| **Investigator 2: Student Investigator**For database purposes please ensure that all details are up to date and correct. |
| Name | Click here to enter text. | Staff/Student No. | Click here to enter text. |
| Email address | Click here to enter text.  |
| School/Institute | Click here to enter text. |
| Role on the project (e.g. interviewing participants, data analysis etc.) |  |
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*The form must be submitted electronically by the Chief investigator from the La Trobe University staff email account. Please ensure you also submit:*

* A completed Human Ethics Risk Assessment Checklist [PDF 1.7 MB]
* Any permissions obtained or indicate when permissions will be obtained from the applicable institutions.
* Participant Information Statements (if collecting data from participants).
* Surveys, questionnaires and/or interview sample questions (if applicable)
* Recruitment material such as posters, draft emails, drafts for a facebook page or website etc. (if applicable)

**Negligible risk project please submit to either:**

**ASSC College Human Ethics Sub-Committee –** **chesc.assc@latrobe.edu.au**

**SHE College Human Ethics Sub-Committee –** **chesc.she@latrobe.edu.au**