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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 records  Click here to enter text. |
|  | Whether data to be used will be non-identifiable, re-identifiable (e.g. coded) or identifiable  Click here to enter text. |
|  | Whether permission has been granted by donors to use these data for research purposes  Click 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**](mailto:chesc.assc@latrobe.edu.au)

**SHE College Human Ethics Sub-Committee –** [**chesc.she@latrobe.edu.au**](mailto:chesc.she@latrobe.edu.au)