

Attachment A

La Trobe University requests applicants submitting a proposal to DHS to consider the following:

- All sections of the La Trobe Ethics Application form should be completed however the applicant may refer reviewers to a completed DHS application for information that is already made available within it. When doing so, please ensure that each section of the La Trobe University application that defers to the DHS application clearly states the section of the DHS application where the relevant information may be found.
- Special Note - **Applications to the Faculty of Health Sciences** – Applicants may submit **only** the completed DHS form and include the additional information as outlined below:
- In addition to the DHS Module 1: Core Application Form, investigators must submit Items 1, 2, 3, 4, 5, 6, 20(d) and 22 (checklist of Ethical Issues) from the UHEC/FHEC Application form.
- Where relevant, the information requested in Item 8(g) of the La Trobe Ethics Application form (Involvement of Special Groups) must be incorporated under Items 1.18 and 1.21 of the DHS Core Application Form.
- Where relevant, the information requested in Items 15 and 16 of the standard La Trobe Ethics Application form (Administration/Withdrawal of Substances, Sampling of Body Fluids/Tissue) must be incorporated under Item 14 of the DHS core application form or as part of a Module 2 submission.
- The Detailed Project Protocol requested on the DHS form must be limited to a maximum of 2 pages.
- The Plain Language Statement must cover all of the information as specified in the UHEC / FHEC guidelines for the “Preparation of Information and Consent Form”.
- In addition, any questionnaires/surveys, interview and/or focus group schedules must be included with the application where relevant.
- Every investigator involved in the project must sign the Declaration section of the DHS form in addition to completing Section 23 of the La Trobe Ethics Application form.

For further information, contact the Secretary Human Ethics, La Trobe University Human Ethics Committee, Ph. 9479 1443 or e-mail: humanethics@latrobe.edu.au