# **Human Ethics Modification Request Form**

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| **1.0 Project Details** |
| **Human Ethics approval number** |  |
| **Project title** |  |
| **Chief Investigator** |  |
| **HEC approval date** |  |
| **HEC expiry date** |  |
| **Date of this request** | office use only |

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| **2.0 Outline of Changes (one item per row)** |
| **Requested change/s**  | **Reason for the change/s**  |
| [INSERT requested change] | [INSERT reason for requested change] |
| [INSERT requested change] | [INSERT reason for requested change] |
| [INSERT requested change] | [INSERT reason for requested change] |

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| **3.0 Change in Research Personnel**  |
| **Full Name** | **Add/Remove** | **Email** | **Qualifications/Relevant experience to this project** | **List Role/s in Project** | **WWCC number + expiry date** |
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| **4.0 List of Attached and Amended Documents** |
| **Document name** | **Version date** | **Version number** |
| [INSERT document name] | [INSERT version date DAY MONTH YEAR] | [INSERT version number] |
| [INSERT document name] | [INSERT version date DAY MONTH YEAR] | [INSERT version number] |
| [INSERT document name] | [INSERT version date DAY MONTH YEAR] | [INSERT version number] |

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| **5.0 Chief Investigator Declaration *(double click to ‘check’ box)*** |
| By submitting this **modification request**, I, the **Chief Investigator/Centre/Organisation**, declare that: |
| [ ]  will or have provided appropriate training to new study personnel named on this amendment form are they are appropriately qualified and trained in administration of the approved terms and conditions set by the Human Research Ethics Committee or its subcommittees;[ ]  have read and agree to abide by the conditions and constraints of National Statement (<https://nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018>) on Ethical Conduct in Human Research (2007) - updated 2018, and understand their responsibilities as an investigator/s and any other relevant University and / or statutory requirements;[ ]  have read the approved Human Research Ethics project and will abide by the terms and conditions set by the Human Research Ethics Committee will ensure that the qualifications and / or experience of all La Trobe personnel involved with the project are appropriate to their role and/or to the procedures performed; |

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| **6.0 How to submit this form** |
| Log in to  [PRIME Researcher portal](https://prime.latrobe.edu.au/portal/) to create a new modification request:1. Prepare a tracked and clean copy of all updated documents
2. Log in to  [PRIME Researcher portal](https://prime.latrobe.edu.au/portal/) to create a new modification request:
	1. To find your ethics project click on “My Ethics Approvals” tile and select the Ethics Approval Number you wish to modify,
	2. At the top of the screen the “down” arrow and click “Create Modification”
	3. Upload completed modification form and updated documentation (including tracked and clean copies)
	4. At the top of the screen click on “Submit to Research Office”
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