# **Human Ethics Modification Request Form**

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| **1.0 Project Details** |
| **Human Ethics reference number** | [INSERT ethics reference number] |
| **Project title** | [INSERT project title] |
| **Principal Investigator** | [INSERT name of principal investigator] |
| **HEC approval and expiry date** | [INSERT ethics approval date] to [INSERT ethics expiry date] |

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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 (note: if new personnel will be recruiting participants update the Participant Information and Consent form and other relevant documents and submit them with this modification)**  |
| **Full Name** | **Add/Remove** | **Email & phone number** | **Qualifications/relevant experience to this project** | **List role/s in project** | **Name & address of organisation** | **WWCC number + expiry date** | **Completed GCP training (mandatory for clinical trials)** |
| [INSERT name of investigator] | [INSERT add/remove] | [INSERT email or telephone number] | [INSERT details] | [INSERT details] | [INSERT details] | [INSERT details] | [INSERT details] |
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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 Principal Investigator Declaration** |
| By submitting this **modification request**, I, the **Principal 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 subcommittee;
* 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 my 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** |
| 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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