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|  | **Research and Graduate Studies Committee**  **University Human Ethics Committee**  **College Human Ethics Sub-Committees** |
| **Research Office** |  |

**EXTERNALLY APPROVED PROJECT – HUMAN RESEARCH ETHICS**

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| **1. External HREC name** |  | |
| **2. Approval Number assigned by external HREC** |  | |
| **3. Project Title** |  | |
| **4. Chief Investigator / Supervisor:**  (academic staff members only) | Name:  Email address: | |
| **5. Student** (if applicable) | Name:  Email address: | |
| **6. Project Duration:** | Project commenced:         /     / | Project concludes:         /     / |

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| 1. **Provide a sentence or two in lay terms of what this research project involves with particular reference to what participants are being asked to do.** | | | |
| 1. **Specify the precise location/s where recruitment and data collection will occur.** 2. **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. |
|  | *If Clinical Trial - please provide details on the Clinical Trial Registration including the name of the Registry, the website of the Registry and the Registration number. Copy* [*research.governance@latrobe.edu.au*](mailto:research.governance@latrobe.edu.au) *into your submission.*  Click here to enter text. | | |

1. **Complete an Investigator Template for each La Trobe investigator listed in the original application.**

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| **INVESTIGATOR TEMPLATE**  For database purposes please ensure that all details are up to date and correct. | | | | |
| Name |  | | Phone | Click here to enter text. |
| Email address | Click here to enter text. | | Staff/  Student No. | Click here to enter text. |
| Academic title / Qualification / If student provide details | Click here to enter text. | | Signature (electronic or scanned) | Click here to enter text. |
| Role on the project and experience relevant to the project. | | Click here to enter text. | | |

*The form must be submitted electronically by the Chief investigator from the La Trobe University staff email account. If the Chief Investigator is unable to submit the form, please ensure they are copied into the email to demonstrate they are aware of the submission.*

Please ensure you also submit:

* An email requesting review of a study approved by an external HREC, noting the title of the study and the name of the approving institution.
* A copy of the approved ethics application and all support documents submitted to the external HREC, ensuring that the title of the study on the application form matches the one in the request memo
* A copy of the final approval letter from the external HREC, with all conditions of approval included.

**Please submit all forms to** [**humanethics@latrobe.edu.au**](mailto:humanethics@latrobe.edu.au)

Website: <http://www.latrobe.edu.au/researchers/research-office/ethics/human-ethics>