

REQUEST FOR AMENDMENT FOR RESEARCH OR TEACHING INVOLVING HUMANS

Human Research Ethics Committee

HUMAN ETHICS
APPROVAL NUMBER

**H Put in approval
number here**

Please submit in hard copy a signed original copy to: Research Office, Room 128, Faculty Science & Engineering Building (DB17), James Cook University, Townsville, Qld, 4811. Please also email a pdf of this amendment (amendment form and all attachments in one pdf document) to ethics@jcu.edu.au.

1	TITLE OF PROJECT	Ensure title is indicated		
2	CATEGORY	Indicate category here		
3	PERIOD DURING WHICH ACTIVITIES REQUIRING ETHICS APPROVAL OCCURRED			
	COMMENCEMENT DATE	dd/mm/yyyy	FINISH DATE	dd/mm/yyyy

4	PRINCIPAL INVESTIGATOR'S DETAILS				
	Last Name, First name and Title		ESN ⁱ	ORGU	Discipline/College or Institution (Country)
	Koh, Jane Ms.		S (if student) E (if employee) N (if external)	2125	Psychology / James Cook University (Singapore)
	Email	Phone		Fax	
	JCU email	Private number if student Work number if employee		Work number if applicable	

5	DESCRIPTION OF PROPOSED AMENDMENT: Please provide details of the proposed amendment, i.e. extension of time, changes to protocols, methodology, additional investigators and additional subject groups.
	<p>Read instruction above. Give as much details as you can about the changes.</p>
6	JUSTIFICATION OF PROPOSED AMENDMENT: Please justify why this amendment is necessary to the study.

Provide reason(s) for the amendment/extension.

Please note that students requesting for extension of ethics approval need to have their leave of absence approved by the school and that they must be enrolled.

7 CHANGES IN RESEARCH TEAM: Write N.A. or leave it in black if not applicable

Please provide details of any changes to the investigators of the project.

DETAILS of CO-INVESTIGATOR 1 (if applicable)			
Last Name, First name and Title	ESN ¹	ORGU	Discipline/College or Institution (Country)
Email	Phone	Fax	

DETAILS of CO-INVESTIGATOR 2 (if applicable)			
Last Name, First name and Title	ESN ¹	ORGU	Discipline/College or Institution (Country)
Email	Phone	Fax	

8 SUPERVISOR DETAILS (if applicable) **THIS SECTION MUST BE FILLED UP IF YOU HAVE A SUPERVISOR**

Last Name, First name and Title	ESN ¹	ORGU	Discipline/College or Institution (Country)
Do not forget to complete this section E.g., Smith, John Dr.	E	2125	Psychology / James Cook University (Singapore)
Email	Phone	Fax	
JCU email	JCU phone	JCU phone	
Qualifications	e.g., Ph.D.		

8a DETAILS of SUPERVISOR 2 (if applicable)			
Last Name, First name and Title	ESN ¹	ORGU	Discipline/College or Institution (Country)
Email	Phone	Fax	
Qualifications			

9 DECLARATION OF PRINCIPAL INVESTIGATOR – MUST BE SIGNED BY THE PRINCIPAL INVESTIGATOR

<ul style="list-style-type: none"> ▪ I declare that all investigators of this research PROJECT are qualified and authorised to perform procedures described in this document; ▪ I certify that the assistants involved in this PROJECT have been fully briefed on procedures and relevant ethical considerations; ▪ I am aware of the responsibilities set out in the relevant legislation; ▪ I undertake to inform the Human Research Ethics Committee (HREC) of any changes to the proposed procedures or details given in this form subsequent to its submission (including change of contact details); ▪ I agree to assist the Committee to monitor the conduct of research by completing and promptly returning an annual report and provide a final report upon completion of the PROJECT as appropriate; ▪ This PROJECT complies with the National Health and Medical Research Council “National Statement on Ethical Conduct in Human Research, 2007”. ▪ The purpose of this PROJECT cannot be achieved by alternatives to the use of human participants. 	
<p>Do not forget to sign (if you use a pdf digital signature, occupy this box and the one on the right “Date” when you create it. Pdf signatures come with the date.)</p> <p>Signature (<i>Principal Investigator</i>)</p>	<p>Date</p>

10. DECLARATION by SUPERVISOR(S) - SUPERVISOR/S MUST SIGN IF THE PRINCIPAL INVESTIGATOR IS A JCU STUDENT AND AT LEAST ONE SUPERVISOR MUST BE A JCU SUPERVISOR)

<p>I/We: APPROVE THE ABOVE LISTED AMENDMENT</p> <ul style="list-style-type: none"> ▪ Certify that the investigators and assistants involved in this PROJECT have been fully briefed on procedures and relevant ethical considerations; ▪ Am aware of the responsibilities set out in the relevant legislation (see the Human Ethics Guidelines); ▪ Adequate instructions have been given for participant welfare and post-PROJECT care and monitoring; ▪ The staff members involved are appropriately qualified and competent for the task described. 			
<p>Supervisors should use pdf digital signature or sign a hardcopy manually. Note that “cut and paste” signatures are not allowed. If you use a pdf digital signature, occupy this box and the one on the right “Date” when you create it. Pdf signatures come with the date.</p> <p>Signature (<i>Supervisor</i>)</p>	<p>Date</p>	<p>Supervisors should use pdf digital signature or sign a hardcopy manually. Note that “cut and paste” signatures are not allowed. If you use a pdf digital signature, occupy this box and the one on the right “Date” when you create it. Pdf signatures come with the date.</p> <p>Signature (<i>Supervisor 2</i>)</p>	<p>Date</p>

11. AUTHORISATION by DEAN OF COLLEGE/DELEGATE – THE PRINCIPAL INVESTIGATOR MUST OBTAIN THE SIGNATURE OF THE DEAN/DELEGATE BEFORE SUBMITTING THE AMENDMENT TO THE JCU HREC:

<p>I certify that:</p> <ul style="list-style-type: none"> ▪ Suitable facilities including contingent facilities are available for this PROJECT; ▪ Adequate instructions have been given for participant welfare and post-PROJECT care and monitoring; ▪ The staff members involved are appropriately qualified and competent for the task described. 	
<p>Signature</p>	<p>Date</p>

HUMAN ETHICS ADVISOR'S RECOMMENDATION

<input type="checkbox"/> I RECOMMEND that this AMENDMENT be approved, with the comments, provisos and/or reservations below;		
<input type="checkbox"/> I DO NOT RECOMMEND that this AMENDMENT be approved, for the reasons shown below.		
<i>Name</i>	<i>Signature</i>	<i>Date</i>

Please submit this amendment form via e-mail to the academic office academicoffice-singapore@jcu.edu.au to the attention of Ms Neesha Shinde. Do not send over to Research Office at Townsville!