

## COVER SHEET EXTERNAL HUMAN RESEARCH ETHICS COMMITTEE APPROVALS

Human Research Ethics Committee

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

HUMAN ETHICS NUMBER  
(Office Use ONLY) **H**

1	TITLE OF PROJECT	Ensure title is indicated		
2	DURATION OF APPROVAL			
	COMMENCEMENT DATE	dd/mm/yyyy	FINISH DATE	dd/mm/yyyy
3	CATEGORY OF RESEARCH	<p>You MUST evaluate the potential for harm, discomfort or inconvenience to the participants of your project from the examples below.</p> <p>Please indicate (X) the risk category</p>		
	1	Negligible risk: Research in which there is no foreseeable risk of harm or discomfort and any foreseeable risk is no more than inconvenience, e.g. completing surveys, questionnaires.		
	2	Low risk: Research in which the only foreseeable risk is one of discomfort		
	3	Research with the potential to cause mild psychological distress or physical stress. Minor deviation from frank disclosure of the true nature of the research may be involved.		
	4	Research with the potential to cause genuine but not severe psychological distress or physical pain with no long term effects. Deception may be involved regarding the true nature of the research.		
	5	Research with the potential to cause psychological distress or physical pain. Substantial deception may be involved.		
	6	Research involving vulnerable participants; at risk populations; or research that may pose serious ethical considerations.		

3	<b>PRINCIPAL INVESTIGATOR'S DETAILS (This is the lead JCU person on the study)</b>			
	Last Name	ESN <sup>1</sup>	ORGU	Discipline/College or Institution (Country)
	Koh	Select one S (student) E (employee) N (external)	2125	Psychology / James Cook University (Singapore)
	First Name and Title			
	Jane Ms.			
	Email	Phone		Fax
	<a href="mailto:Jane.koh@my.jcu.edu.au">Jane.koh@my.jcu.edu.au</a> (jcu e-mail)	Private (if you are a student) Work (if you are staff)		Add work fax number if you have one
	REASON FOR RESEARCH	No	Yes	If Yes, which degree (i.e. PhD, MSc)
	Does this research contribute towards a formal qualification?		X	e.g., Bachelor of Psychological Science (Honours)
	Qualifications	Current qualifications (e.g., Diploma in...)		

### DETAILS – EXTERNAL HUMAN RESEARCH ETHICS COMMITTEE (HREC)

4	Name	Fill up this
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5	ATTACHMENTS – DOCUMENTS APPROVED EXTERNAL HREC	NO	YES
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<sup>1</sup> Indicate if the Researcher is currently an Employee or a Student of JCU, or a researcher who is Not affiliated with JCU. If the PROJECT involves international cooperation, please specify the country.

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<b>Copy of ethics application submitted</b>		
<b>Copy of Information sheets and Informed consent forms approved</b>		
<b>Copy of any correspondence</b>		
<b>Copy of Approval notice/s</b>		
<b>Comments:</b>		

### 6 DECLARATION OF PRINCIPAL INVESTIGATOR – MUST BE SIGNED BY THE JCU PRINCIPAL INVESTIGATOR

<ul style="list-style-type: none"> <li>▪ I declare that all investigators of this research PROJECT are qualified and authorised to perform procedures described in this document;</li> <li>▪ I certify that the assistants involved in this PROJECT have been fully briefed on procedures and relevant ethical considerations;</li> <li>▪ I am aware of the responsibilities set out in the relevant legislation;</li> <li>▪ 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);</li> <li>▪ 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;</li> <li>▪ This PROJECT complies with the National Health and Medical Research Council "National Statement on Ethical Conduct in Human Research, 2007".</li> <li>▪ The purpose of this PROJECT cannot be achieved by alternatives to the use of human participants.</li> </ul>	
<p style="background-color: yellow; margin: 0;">Do not forget to sign in here (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 style="margin: 0;">Signature (<i>Principal Investigator</i>)</p>	<p>Date</p>

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

<p>I/We:</p> <ul style="list-style-type: none"> <li>▪ Declare that I/we am/are qualified and authorised to supervise procedures described in this document;</li> <li>▪ Certify that the investigators and assistants involved in this PROJECT have been fully briefed on procedures and relevant ethical considerations;</li> <li>▪ Am aware of the responsibilities set out in the relevant legislation (see the Human Ethics Guidelines);</li> <li>▪ Suitable facilities including contingent facilities are available for this PROJECT;</li> <li>▪ Adequate instructions have been given for participant welfare and post-PROJECT care and monitoring;</li> <li>▪ The staff members involved are appropriately qualified and competent for the task described.</li> </ul>			
<p style="background-color: yellow; margin: 0;">Supervisors should use pdf digital signature or sign a hardcopy manually. Note that "cut and paste" signatures are not allowed.</p> <p style="margin: 0;">Signature (<i>Supervisor</i>) Date:</p>	<p style="background-color: yellow; margin: 0;">Write your supervisor's name and surname</p> <p style="margin: 0; text-align: center;">Name</p>	<p style="background-color: yellow; margin: 0;">Supervisors should use pdf digital signature or sign a hardcopy manually. Note that "cut and paste" signatures are not allowed.</p> <p style="margin: 0;">Signature (<i>Supervisor 2</i>) Date</p>	<p style="background-color: yellow; margin: 0;">Write your second supervisor's name and surname</p> <p style="margin: 0; text-align: center;">Name</p>

### 8. AUTHORISATION by DEAN OF COLLEGE/DELEGATE – THE PRINCIPAL INVESTIGATOR MUST OBTAIN THE SIGNATURE OF THE DEAN/DELEGATE BEFORE SUBMITTING THE APPLICATION TO THE JCU HREC.

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