

**Part A – Administrative Summary** *(All fields mandatory)*

Relevant HREC:  HREC A  HREC B  Low/Negligible Risk

Clearance number: Enter here	Project title: Enter here
Chief Investigator: Enter here	
Phone: Enter here	Email: Enter here
School/Centre/Institute: Enter here	
Authorised contact: Enter here	
Phone: Enter here	Email: Enter here

**Does this project hold other (non-UQ HREC) ethical clearance?**

No  Yes *(if yes, attach amendment request and approval from the primary HREC. Proceed to Part D)*

**Part B – Proposed Amendments** *(Check all that apply and provide details as required)*

**1. Change to Investigators (including students and non-UQ investigators)**

**Add Investigators** *Add rows as required*

*\*Please attach CVs for all new personnel*

Name: e.g. Dr Joan Smith		
Role: e.g. endocrinologist	Affiliation: e.g. University of Queensland	

**Remove Investigators** *Add rows as required*

Name: e.g. Mr John Jones		
Role: e.g. PhD student	Affiliation: e.g. Griffith University	

**2. List all other changes to the project**

Provide detail on all the changes you propose

**3. Reasons for changes**

Please describe reasons why any changes are necessary

**Part C – Ethical Considerations** *Must be provided for all boxes checked in Part B*

**Describe any ethical considerations including potential impacts on participants arising from the above requested amendment(s).**

Detail all ethical considerations related to all requested amendment(s).

**Describe the risks and burdens arising from the requested amendment(s) and how they will be mitigated and managed.**

Include risks (National Statement Section 2.1) and burdens on participants, researchers and third parties.

**Describe the benefits, if any, associated with the above requested amendment(s).**

Include benefits to participants, groups, communities, society, the advancement of knowledge and researchers as a result of the requested amendment(s).

**Explain how the merits and benefits of the above requested amendment(s) justify any risks or burdens associated with the above requested amendment(s).**

Consider how the requested amendment(s) will increase the risk and/or benefit of the project.

**Expected date of implementation:** Click here to enter a date.

**Part D – Declaration** *To be completed by chief investigator (CI) (students include supervisor’s signature)*

We/I, the undersigned researcher/s, have read the [University of Queensland’s Guidelines for Ethical Review of Research Involving Humans](#) and the [National Statement on Ethical Conduct in Human Research](#), and agree to abide by them in the conduct of this research. We/I understand that this includes the reporting and monitoring roles associated with the approval by the University of Queensland.

Signature of project leader: \_\_\_\_\_

Date: Click here to enter a date.

(if student) signature of advisor: \_\_\_\_\_

Date: Click here to enter a date.

**Attachments:**

**Should any approved documents require amendments, please include both a “tracked changes” and clean version of each form. Please also remember to update the version number and date on each document.**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Existing HREC Approval | <input type="checkbox"/> Participant Information Sheet | <input type="checkbox"/> Participant Consent Form |
| <input type="checkbox"/> Questionnaire          | <input type="checkbox"/> Gatekeeper Consent            | <input type="checkbox"/> Research Protocol        |
|   | <input type="checkbox"/> Investigator CV               | <input type="checkbox"/> Other Please specify     |

Submit the signed and completed form, **with all attachments**, to [humanethics@research.uq.edu.au](mailto:humanethics@research.uq.edu.au), or submit one paper copy (with attachments) to: Human Research Ethics Office, UQ Research and Innovation, Cumbrae Stuart Building (72), The University of Queensland QLD 4072.

**Further information:** Website: [uq.edu.au/research/integrity-compliance/human-ethics](http://uq.edu.au/research/integrity-compliance/human-ethics)  
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