

Transfer of Ethics Approval Cover Sheet

This form can be completed by researchers who have transferred to Western Sydney University from another institution and in doing so are also transferring their research project(s)/ active human research data. A separate form for each project to be transferred is required.

To be eligible for ethics approval transfer to Western Sydney University:

* the HREC which gave the original approval for the project must be an NHMRC registered Human Research Ethics Committee or a delegated Low and Negligible Risk committee of the institution.
* the researcher requesting the transfer must be the CI of the project and must be Western Sydney University staff / student
* the researcher must be listed on the approved ethics application, and / or named in the approval letter (or an approved amendment letter)
* a letter/email of approval for transfer of the existing project data from the Head of School from which the project is being transferred must be attached
* a letter/email from the Western Sydney University Head of School to which the researcher now belongs, stating acceptance of the transfer of the existing project data, must be attached

If these criteria cannot be met the researcher should make a new ethics application to the Western Sydney University HREC.

If the transfer is accepted the Western Sydney University HREC will issue the project with a Western Sydney ethics ID. Western Sydney will review the risk level and assign according to its requirements.

**SUBMISSION**

Submit this completed cover sheet (along with the documents listed in the checklist) to the Human Ethics Officer by email ([humanethics@westernsydney.edu.au](mailto:humanethics@westernsydney.edu.au)).

**If you are unable to use the tick boxes on this template, please delete the option/s which do not apply.**

# Checklist

This cover sheet

The approved ethics application and attachments to the original approving HREC

Any amendments and corresponding approval letters by the original approving HREC

The approval letter from the original approving HREC

Any other correspondence with the approving HREC, including previous progress reports.

Letter/e-mail of approval for transfer of the existing project data from the Head of School from which the project is being transferred

Letter/e-mail from the Western Sydney University Head of School to which the researcher now belongs, stating acceptance of the transfer of the existing project data

# Section 1: Overview

**1.1.**  Approved Protocol Title:

**1.2.** External Institution HREC Official Name:

**1.3.** External Institution Approval Number:

# Section 2: Western Sydney University Investigators

**2.1.** **Chief Investigator**

Family Name: First Name: Title:

Western Sydney University Unit: E-mail Address:

**2.2.** **Other Western Sydney Researcher**

Family Name: First Name: Title:

Western Sydney University Unit: E-mail Address:

**2.3.** **Chief Student**

Family Name: First Name: Title:

Western Sydney University Unit: E-mail Address:

**2.4.** **Other Western Sydney Student**

Family Name: First Name: Title:

Western Sydney University Unit: E-mail Address:

# Section 3: Risk, Type of Research and Participant Involvement

**3.1.** Risk Level

High  No more than Low  Negligible

**3.2.** Does this project involve any of the following:

Select all that apply

Clinical Trials – including CTN/CTX

Clinical Trials – excluding CTN/CTX

Research conducted overseas

None of the above

**3.3.** Is the inclusion of Aboriginal or Torres Strait Islander participants an intent of your research?

**3.4.** Are your participants under 18 and / or have an impaired ability to provide free and voluntary consent on their own behalf?

**3.5.** What is the approach to consent for this project?

Written  Verbal  Implied  Assent  Waiver  Opt-Out

**3.6.** What is the consent type for this project?

Specific  Extended  Unspecified

# Section 4: If the Project is a Clinical Trial

**4.1.** Is your project sponsored/funded?

4.1.1. If Yes, is indemnity provided by the sponsor? List exclusions if any

**4.2.** Is there a granting body for non-sponsored trails?

4.2.1. If so, who?

**4.3.** What is your total participant numbers for the project, including any already involved:

**4.4.** How many sites are involved your research? Provide number:

**4.5.** What is the invasive nature of your study? Provide a brief summary:

**4.6.** Provide name of drug if applicable:

**4.7.** Provide dosage of drug if applicable:

**4.8.** Have there been any insurance claims listed for your project?

4.8.1. If Yes, provide details:

# Section 5: Approval Period of Existing/Approved Protocol

**5.1.** Approved Commencement Date: **5.2.** Approved Expiry Date:

**5.3.** Is data collection/involvement of human participants still in progress?

# Section 6: Funding

**6.1.** Does this research have external funding that is being administered in a Western Sydney University Research Account?

No

Yes

6.1.1. If Yes, provide the Project ID as it appears on the [Researcher Portal](https://research-report.westernsydney.edu.au/wpubs/Portal.asp) (E.g. P00000001):

**Forward this completed form and all relevant documents to** [**humanethics@westernsydney.edu.au**](mailto:humanethics@westernsydney.edu.au)