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| **External Research Notification Form:**  **Recruiting Deakin staff or students** | Deakin University Logo |

Approved\* research projects from external institutions seeking to target Deakin staff and/or students for recruitment as research participants must be registered with the Human Research Ethics Office and obtain appropriate written Deakin organisational consent prior to commencing recruitment.

Please complete this form and submit it with the attachments listed below as a single PDF to [research-ethics@deakin.edu.au](mailto:research-ethics@deakin.edu.au).

\*Projects must have received ethics approval from an Australian HREC. If your project has not received ethics approval, please obtain this prior to submitting this form.

**Part A: External HREC Details**

1. Name of HREC: Click here to enter text.
2. Project ID/Reference Number: Click here to enter text.
3. Project title: Click here to enter text.
4. Approval Date: Click here to enter text.
5. Organisation: Click here to enter text.
6. HREC contact email: Click here to enter text.
7. Are you an external researcher (i.e. external to Deakin) seeking to recruit Deakin staff or students as participants in your research project?

Yes – *Please go to Part B*

No – *Please note this form is intended for use by external researchers when seeking to recruit Deakin staff and/or students to an external research project only. If this does not apply, do not submit this form.*

**Part B: (YOU ARE RECRUITING DEAKIN STAFF/STUDENTS FOR EXTERNAL RESEARCH)**

Please note: Organisational consent will only be given where staff and student participation is appropriate and necessary for the research and other options are not available. Such research will minimise the number of staff and students involved and must also be of benefit to the University. Relevant results (such as a summary of results) must be provided to the staff or students involved. **Information about who must provide Deakin organisational consent is provided below (see Part C).**

Where more than 200 students are to be surveyed, researchers **must** also consult with the Deakin University Strategic Intelligence and Planning Unit (SIPU) prior to scheduling the research. Please email [dusurvey@deakin.edu.au](mailto:dusurvey@deakin.edu.au) with details of the proposed scheduling of your research, or you can call +61 3 5227 8029.

1. Please complete for **the principal external investigator (not a student)** involved in the project.

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| Full name | Click here to enter text. |
| Your organisation: | Click or tap here to enter text. |
| Title and role at organisation: | Click or tap here to enter text. |
| Contact telephone number: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

1. Please provide a brief summary of the project:

Click or tap here to enter text.

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| **Part C**  **ATTACHED:**   1. A copy of the current approval notice from the external Australian HREC. Please note: if the original approval has expired, evidence of an extension of approval is also provided:   YES   1. Copy of written organisational consent from the appropriate person/s within Deakin (see below for further details):   YES  **(Please include these documents as a single combined PDF with this form)**  To determine who is the appropriate person to provide organisational consent, please consider if you:   * Are only recruiting **staff** from one School/Department? If yes, then you require written organisational consent from the relevant Head of School/Department (or their nominee). * Are recruiting **staff** from two or more Schools in the one faculty, institute or portfolio? If yes, then you require written organisational consent from the faculty Executive Dean, the Institute Director or the relevant member of the University Executive within the portfolio (or nominee of the above). * Are recruiting **staff** from more than one faculty, institute or portfolio? If yes, please provide written organisational consent from the Deputy Vice Chancellor, Research (DVCR). * Are recruiting Deakin **students**? If yes, please provide written organisational consent from the Dean of Students. |

**Part D:**

**DECLARATION**

1. I, the undersigned, declare that the information supplied in this application is true and accurate to the best of my knowledge.
2. I, the undersigned, have read the [*National Statement on Ethical Conduct in Human Research*](https://nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018)and accept responsibility for the conduct of the project detailed in this application in accordance with the principles contained in the Statement and any other conditions laid down by the approving Human Research Ethics Committee and (if applicable) Deakin University.
3. I, the undersigned, declare that where the research project may involve contact with a child or young person under the age of 18, I have a current Working with Children Check.
4. I, the undersigned, declare that in the event the project is discontinued prior to the expected completion date, this information will, if possible, be communicated to any participants in the research and that the reason for this will be explained.
5. I, the undersigned, undertake to inform Deakin Research Integrity of any complaints received in relation to this project immediately.

Please forward details of the complaint(s) to:

The Human Research Ethics Office, Deakin University, 221 Burwood Highway, Burwood Victoria 3125, Telephone: 9251 7129, [research-ethics@deakin.edu.au](mailto:research-ethics@deakin.edu.au)

**Signature of the external principal investigator on the project**

(NB: the principal investigator must be a staff member of the external organisation and not a student for the purposes of this project)

**Principal investigator**

Name: Click here to enter text.

Signature: Click here to enter text. Date: Click here to enter text.

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| Please submit all documents via email to [research-ethics@deakin.edu.au](mailto:research-ethics@deakin.edu.au) |

Please note: if the hyperlinks in this form result in an error message, return to the form and:

1. *right click on the hyperlink*
2. *click on Edit Hyperlink*
3. *copy the URL to your browser.*

For further information contact the Human Research Ethics Unit at [research-ethics@deakin.edu.au](mailto:research-ethics@deakin.edu.au). Please see the contact telephone details for the Human Research Ethics Unit [here](https://www.deakin.edu.au/students/research/research-support-and-scholarships/integrity-secure/human-ethics/human-ethics-advisors-and-administrators).

Deakin University is collecting your personal information on this form for the primary purpose of processing your human research ethics application. It will also use this information for monitoring your compliance with the approved protocol. For these purposes Deakin may also provide this information to potential research participants, past or current research participants, or other interested parties in your research. You are not required to provide the information requested, however if the information is not provided, Deakin may not be able to process your ethics application. Deakin manages personal information it holds, including requests by individuals for access to their personal information, in accordance with the Privacy and Data Protection Act 2014 (Vic). Deakin’s Privacy Policy may be viewed on Deakin’s [Policy Library](https://policy.deakin.edu.au/?_ga=1.41072994.1915361819.1415758364). Information on privacy at Deakin is available at <http://www.deakin.edu.au/footer/privacy>.  Questions about privacy may be directed to the Privacy Officer on (03) 5227 8524 or by email to [privacy@deakin.edu.au](mailto:privacy@deakin.edu.au).