

Human Research Ethics Application | Division of STEM

Application Amendment Form

This form is used for research projects with existing ethics approval where researchers are requesting minor changes that do not change the nature, methodology, or risk level to the participants.

An amendment can be submitted if changes to your research project are **minor** and do not change the overall purpose, design, or risk profile of the project.

Examples of when to use the amendment form.

- Extending or shortening the project dates
- Adding or removing member(s) of the research team (including postgraduate students)
- Updating supervisor details or research contact information
- Adding participants from the same general population (e.g. increasing the number of undergraduate students from 20 to 30)
- Adding a new but similar recruitment site
- Revising recruitment materials, information sheets, or consent forms
- Updating or clarifying interview/survey questions **without changing the study's purpose**
- Changing data storage location or retention period

A new ethics application is required if your changes are **substantial** and could affect the aims, risk, or ethical considerations of the project.

Examples requiring a new application

- Changes to the research question, aims, or objectives
- Collecting different types of data (e.g. moving from surveys to participant observations)
- Adding a new participant population that is significantly different
- Introducing new methods that increase risk
- Collecting data in new cultural, clinical or high-risk settings that raise additional ethical considerations
- Any change that might increase the risk or burden of participants.

Human Research Ethics Application | Division of STEM

Application Amendment Form

Original Application number: (e.g. STEM_HREC(202X)#XX)

Project Title:

Original Ethics Approval Reference Number:

Principal Investigator:

Supervisor (if Applicable):

Date of Original Approval:

Type of Amendment (please tick all that apply)

Administrative / Project Team

- Add researcher(s) (list names and roles below)
- Remove researcher(s)
- Change supervisor
- Update contact details

Timeline / Logistics

- Extend project dates (new end date: _____)
- Shorten project dates
- Change timing of data collection
- Add data collection site (describe)

Participant and Recruitment

- Increase number of participants (from ____ to ____)
- Include additional but similar participant group (describe)
- Amend recruitment materials (attach revised version)

Consent and Information Documents

- Update Participant Information Sheet (attach revised version)
- Update Consent Form (attach revised version)

Data and Storage

- Change data storage location (describe below)
- Extend retention period (new retention date: _____)

Methodology

- Revise or add minor interview/survey questions (attach)
- Add a short follow-up with participants (describe)

Other

- Please specify: _____

Rationale for Amendment

Briefly describe why the amendment is needed

Confirmation

- I confirm that these changes do not alter the overall aims, methodology, or risk profile of the project.
- If the changes increase risk to participants, I understand that a new application may be required.

Principal Investigator signature: _____ Date: _____

Supervisor (if applicable) signature: _____ Date: _____