To submit amendments via the new system

-To contact Ethics Officer to UNLOCK the project

Data Transfer Form

9. Manage Human Research Ethics applications that were submitted or approved pre-17 July 2018: Data Transfer Forms

- All active Human Research Ethics applications that were **approved or submitted before 17 July 2018** are identified in the Human Ethics Management System as a **"Data Transfer Form"**.
- In the Data Transfer Form, basic information about the application are pre-populated in the application form fields. This is typically the project title, research team personnel and application approval date.

- **To submit an amendment request for these applications:**

1. Request for the form to be unlocked (per usual process)
2. Revise the original application and relevant supporting document using tracked changes, and save it as a PDF with tracked changes.
3. Upload both the revised documents with tracked changes **and** the original application and relevant supporting documents.
4. If you don't have access to your original documentation, contact Ethics Secretariat or relevant Faculty Ethics Officer.

(https://wiki.mq.edu.au/pages/viewpage.action?spaceKey=humanethics&title=Applicant)

-To indicate Amendment request in Section 1.1.0

Human Ethics Data Transfer Form v1.1

Project Id: Version: v1.21

Note: The applicant has changed an answer within this panel since the last submission. [View Changes]

Application Purpose

1.1.0 Please identify the purpose of this submission.

☐ New application
☑ Amendment request

Note: The applicant has changed an answer within this panel since the last submission. [View Changes]

1.1 Project Details

1.1.1 Research Master reference number:

1.1.2 Project Title:

-Section 1.1.7 review pathway

The approved project risk level must remain unchanged for the life cycle of the project. Please do not change the risk level when submitting an amendment to your approved project. The approved project risk level should remain unchanged for the life cycle of the project because it pertains to *the project*, not the amendment. **If you change the risk level, it may delay in your amendment being reviewed by directing the amendment request to the wrong committee.**
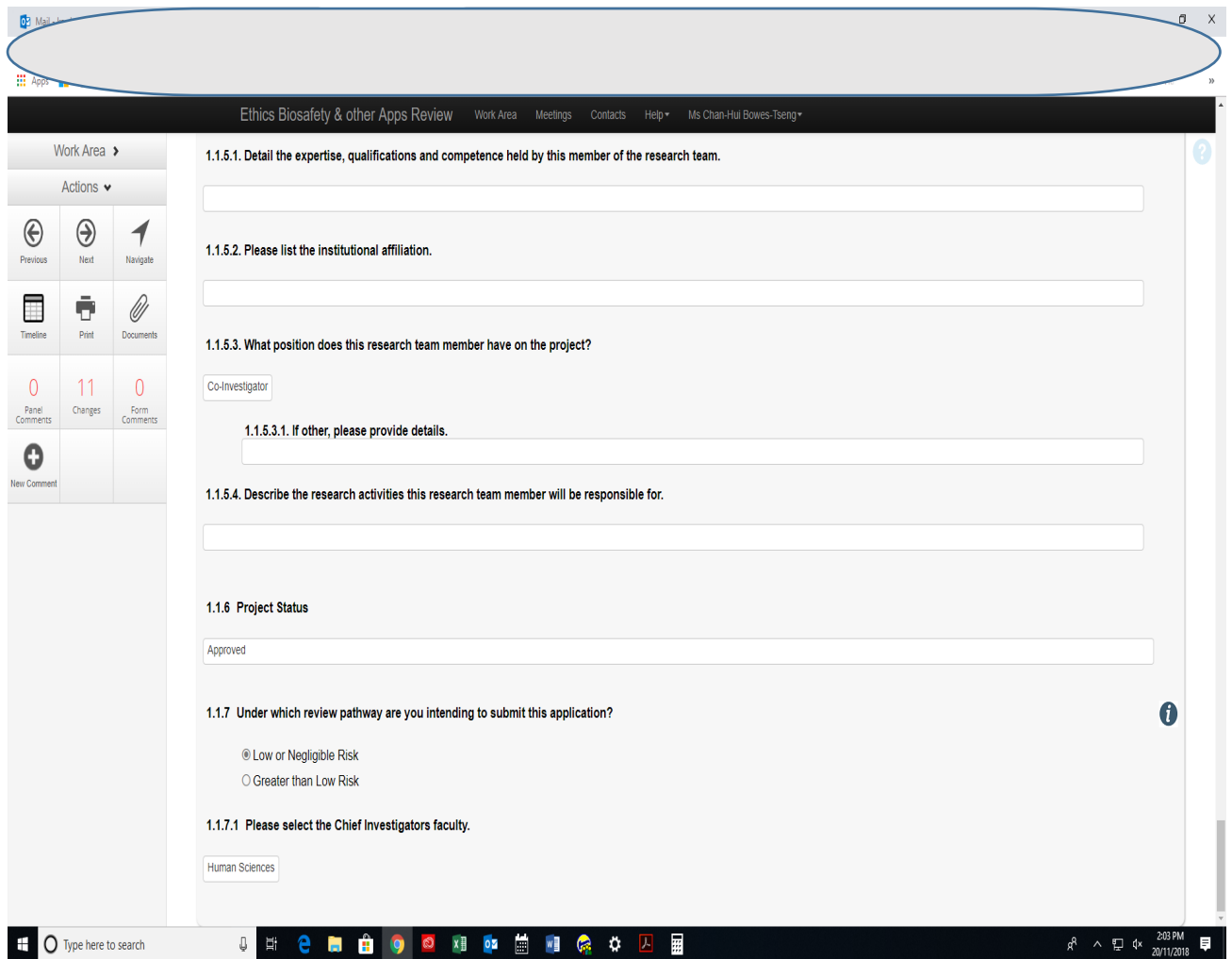
Please upload all relevant documents with tracked changes in Section 5.1.1. All documents must be given a document number in the footer to ensure version control.