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| **Personnel Modification Form** | ../../../../Branding%20-%20Australias%20Global%20University/Logo%202016/Corporate%20Logo/PNG_Web/01_Sydney%20Portrait.png |
| **Instructions:** Use this form to add or remove co-investigators and student investigators. If you require a change in chief investigator the request must come from the original chief investigator. |
| **1.0 Project Details** |
| **HC/Approval Number:** |  |
| **Project title:** |  |
| **Chief Investigator:** |  |
| **Date:** |  |
| **2.0 Change in Research Personnel (please insert additional rows if necessary)** |
| **Name** | **Add/remove** | **ZID** | **School/Centre/Organisation** | **Email** | **Telephone** | **Qualifications** | **List Role/s in the Project** | **Please provide a working with children’s check approval number if this person will have contact with children under the age of 18.** |
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| **3.0 Co-investigator and/ Student Investigator Declaration (double click to ‘check’ each box)** |
| By submitting this personnel modification form, we, the Chief Investigator, Co-Investigator/s, and Student Investigator/s declare that we:[ ]  have read and agree to abide by the conditions and constraints of the [National Statement](https://nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#block-views-block-file-attachments-content-block-1) on Ethical Conduct in Human Research (2007) and any other relevant University and / or statutory requirements;[ ]  accept responsibility for the accuracy of the information provided in this personnel modification and for the conduct of this research, in accordance with the principles contained in the [National Statement](https://nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#block-views-block-file-attachments-content-block-1) and any other conditions specified by the University Human Research Ethics Committee;[ ]  abide by the terms and conditions set by the University Human Research Ethics Committee will ensure that the qualifications and / or experience of all UNSW personnel involved with the project are appropriate to their role and/or to the procedures performed; |
| **4.0 Chief Investigator Declaration (double click to ‘check’ each box)** |
| By submitting this **personnel modification** form, I, the **Chief Investigator/Centre/Organisation**, declare that: [ ]  the new study personnel named on this personnel modification form are appropriately qualified and trained in administration of the approved terms and conditions set by the University Human Research Ethics Committee. |
| **5.0 How to submit this form** |
| The personnel modification form must be submitted electronically by the Chief Investigator from his/her work email account, with **all added and/or removed co-investigators and/or student investigators cc’d in the email** to:Approving [Human Research Advisory Panel](https://research.unsw.edu.au/human-research-ethics-advisory-hrea-panels) (HREAP) (for low risk research) ORApproving Human Research Ethics Committee (HREC) (for more than low risk research) humanethics@unsw.edu.au. |