

* The National Statement on Ethical Conduct in Human Research (National Statement) allows that some research may be exempted from human ethics review. Refer to National Statement 5.1.12 to 5.1.14 and 5.1.17and our website for further information.
* The National Statement also takes the view that some kinds of work with humans are not research and thus do not require human research ethics review. These areas may include audits and work where information about humans is incidental to the research.
* Examples and further information are on the Human Research Ethics website.
* Information provided below must be sufficient for a judgment to be made that the proposed project fulfils the criteria as provided in the NS.

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Human Research Ethics Committee

**Exemption Application Form**



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| ***Human Ethics applications must be submitted through IRMA. This application form is for drafting an application.******Do not submit this form to Human Ethics.*** |  | **Office Use Only:** |
|  |  | Project No: |  |
|  |  | Submission Date: |  |
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| **Project Title:** |  |  |
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| **Aim of this project:** *Describe the purpose of this research in plain English or lay terms.* |
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| **Research Design:** *Briefly describe how the research design will answer the research question/s.* |
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| **Time frame:** |
| **Expected commencement of data collection:** (Month / Year) |   | **Expected completion of data collection:** (Month / Year) |   |
| *Please note: regardless of the expected commencement date, data collection may* ***not*** *commence until exemption has been provided in writing.* |
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| **Part 1 -**  | **Personnel information** |  |
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| **1.1** | **Chief Investigator / Supervisor:**  |
|  | *A Murdoch University staff member who is responsible and accountable for the project* |
|  | Title | Given Name  | Surname |
|  |   |   |   |
|  | College / Centre |   | Discipline |   |
|  | Telephone No. |   | Email |   |
|  |  |
| **1.2** | **Co-Investigator(s)** (if more than one, enter each onto new line): |
|  | Title | Given Name  | Surname |
|  |   |   |   |
|  | College |   | Discipline |   |
|  | Telephone No. |  | Email |   |
|  |  |
|  | **Provide a brief outline of each Co-Investigator’s role in the project:** |
|  |   |
|  |  |
| **1.3** | **Student Investigator(s):** (if more than one, enter each onto new line): |
|  | Title | Given Name  | Surname |
|  |   |   |   |
|  | Student Number |   |
|  | Telephone No. |   | Email |   |
|  |  |
| **Part 2 -**  | **This submission seeks to provide a case that;** |  |
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| **☐** | **(A)** | Research that carries a lower risk to participants or the community in which the only foreseeable risk is no greater than discomfort1 **and***1Discomfort is considered less serious than harm. It can involve physical or psychological impacts, for example, minor side-effects of medication, discomfort related to non-invasive examinations or tests (such as measuring blood pressure), and mild anxiety associated with an interview.* |
|  |  | The research involves the use of collections of information or data from which all personal identifiers have been removed prior to being received by the researchers and where researchers explicitly agree:(i) not to attempt to re-identify those with whom the information or data is associated;(ii) to take all reasonable steps to prevent re-identification of the information or data for unauthorised purposes or access to the information or data by those who are not authorised; and(iii) that any sharing of any research data during or after the project will not create any additional risks of re-identification of the information or data; |
|  |  | The research is restricted to surveys and observation of public behaviour using information that was or will be collected and recorded without personal identifiers and is highly unlikely to cause distress to anyone associated with the information or the outcomes of the research; |
|  |  | Is conducted as part of an educational training program in which the research activity is for training purposes only and where any outcomes or documentation are for program use only; |
|  |  | The research uses only information that is publicly available through a mechanism set out by legislation or regulation and that is protected by law, such as mandatory reporting information, information obtained from registries of births and deaths, coronial investigations or reports of the Australian Bureau of Statistics. |
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|  | ***OR*** |  |
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| **☐** | **(B)** | The project is an audit and / or does not fulfil the requirements of the NS definition of human research and therefore should be exempted from human ethics review |
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| **2.2** | **If you selected (a) above;** |
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|  | (i) | Describe why this project is exempt from ethics review based on the NS 5.1.12 to 5.1.14 and 5.1.175. This must include confirmation that the research carries a lower risk to participants or community (based on the information provided in the Introduction to NS 2.1), which additional condition this project satisfies in NS 5.1.17, and a description of the study. |
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|  | (ii) | How is this project lower risk? |
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|  | (iii) | Describe the data that will be utilised. Provide the source of the data and describe how it is non-identifiable. If data derived from the study is to be shared, provide information on this including who it will be shared with, how it will be shared, if participants consented their information being shared, the format (including if identified) of the data to be shared. |
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| **2.3** | **If you selected (b) above;** |
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|  | (i) | Justify why the project does not fulfil the requirements of the NS as human research and why it may be able to be exempted from formal Human Research Ethics review. Provide details concerning any ethical considerations which will be applied to the project.  |
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|  | (ii) | What data are you collecting? |
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|  | (iii) | How will the data be analysed? |
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|  | (iv) | How will the Privacy Principles be met throughout the project (see <https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles>). |
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| **Part 3 -** | **Additional Information or comments to assist your application for an exemption** |
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| **Part 4 -** | **Supporting Documentation**  |
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|  | List documents or material supporting your application ; | *Attached* | *Still to come* |  |
|  | (a) |  |[ ] [ ]   |
|  | (b) |  |[ ] [ ]   |
|  | (c)  |  |[ ] [ ]   |
|  | (d) |  |[ ] [ ]   |
|  | (e) |  |[ ] [ ]   |
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| **Part 5 -**  | **Declaration** |
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| ***This application form must be signed by the Chief Investigator / Supervisor who has been named on the front page and who accepts the legal and ethical responsibilities associated with this research project. The signature of the Head of Discipline must also be provided.*** |
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| **5.1** | **Chief Investigator / Supervisor**  |
|  | I have read and will abide by the [National Statement on Ethical Conduct In Research Involving Humans](https://www.nhmrc.gov.au/guidelines-publications/e72) and relevant Murdoch University Policy, Procedures, Guidelines and Codes of Practice for the Conduct of Research.I endorse the content of this application and am confident that it is ready for review by the Human Research Ethics Committee and that it is suitable to be conducted if approved. I am aware if this application for exemption is approved, that information about this research (as required by the National Statement) will be posted on a Murdoch University webpage that is able to be viewed by the general publicI declare that I and all participating researchers on this project have read this application fully and will adhere to the National Statement and all relevant Murdoch policies and codes, and that the project, if approved, will be conducted as approved by the HREC.I accept the legal and ethical responsibilities associated with this research. |
|  | Given Name: | Surname: |
|  |   |   |
|  | Signature:  | Date: |
|  |   |   |
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| **5.2** | ***College Authorisation – Head of Discipline / Centre Director*** |
|  | I endorse this exemption application for review by the Human Research Ethics Committee. I support this project to be conducted under the auspices of the Discipline or Centre of subject to exemption by Murdoch University’s Human Research Ethics Committee. |
|  | Given Name: | Surname: |
|  |   |   |
|  | Signature:  | Date: |
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***Do not commence the project until you have received a letter to state that it is exempt from formal human research ethics review***