FORM 2
THE UNIVERSITY OF MELBOURNE
HUMAN RESEARCH ETHICS COMMITTEE
MINIMAL RISK APPLICATION

PROJECT REFERENCE DETAILS

Enter the Ethics ID number assigned by Themis Research to this ethics application.
1442629.1

Enter the title of the Project as recorded in Themis Research
Choreographing the Choreographed

Enter the name of the Responsible Researcher as recorded in Themis Research
Helen Herbertson

1. PROJECT DETAILS

1.1 EXECUTIVE SUMMARY IN PLAIN ENGLISH: Provide a brief summary of the project outlining the broad aims, background, key questions, research design/approach, the participants in the study and what they will be asked to do, and the importance or relevance of the project. [This description must be in everyday language, free from jargon, technical terms or discipline-specific phrases. (No more than 300 words).]

Choreographing the choreographed seeks to examine, trace and document through solo practice-led inquiry, the processes of choreographing dance performance/s where the choreographers artistic materials or palette (the body and its relationship to space and time) are thought to be imbued with existing choreography. The Student Researcher will principally draw upon Alexander Technique\(^1\) in combination with improvisational dance and performances techniques in order to materially explicate, develop, present and analyse a folio of solo choreographic work. This folio will be accompanied by a written dissertation to form the final research thesis. Guided by a heuristic approach, the inquiry will engage a combination of studio and performance based practice, writing, reading, conversations and videography.

The research arises from the Student Researchers own practice through which she has developed a growing interest in the application of Alexander Technique to the choreographic process and more generally, the interconnection between somatic techniques and choreographic practice.

Choreographing the Choreographed inquires, how does the choreographer (who in this case is also the solo performer) choreograph the choreographed? How might the choreographer become aware of and in turn handle this existing choreography? Can Alexander Technique be valuably engaged in this process? Can an express, replicable and possibly alternative model of choreographic practice be illuminated?

Participants involved in this research will be invited to (i) observe the Student Researcher in her studio or performance practice and (ii) respond to a series of semi structured interview questions. These questions will be asked by the Student Researcher and relate directly to the research territory as described to participants in a PLS.

It is anticipated that this research will (i) illuminate an alternative approach to existing choreographic practice including how it is taught, (ii) further the Alexander Technique through demonstration of specific and previously little studied application.

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\(^1\) The Student Researcher is a fully qualified Alexander Technique teacher having undertaken an Advanced Diploma of Alexander Technique Teaching 2010-13 (1600hrs +) at the School for F.M. Alexander Studies.

Alexander Technique is a method of psychophysical re-education practiced to prevent the physical decline caused by habituated mannerisms. Learning it leads to improved sensory discrimination, a greater awareness of both body and mind and their interconnection, along with ease of movement. Additionally, practitioners report that it offers an enhanced ability to clarify their thinking. The medium of study is one’s own sense of kinesthesia or proprioception, which is the sense used to internally calibrate one’s own bodily location, weight and to judge the effort necessary for moving. F.M Alexander’s original intent was to apply the scientific method to more completely carry intention into action. His objective was to make experimentation and training deliberately repeatable, and to learn in a way that would allow indefinite improvement.
1.2 AIMS OF AND JUSTIFICATION FOR THE RESEARCH: State the aims and significance of the project. Where relevant, state the specific hypothesis to be tested. Also provide a brief description of current research/literature review, a justification as to why this research should proceed and an explanation of any expected benefits to the community. [No more than 500 words]

The proposed research extends from the premise that the choreographers’ medium, the body\(^2\), is imbued with existing choreography\(^3\) and so too the manner in which it relates to and resides in the world. In her previous research (Dialogical Dancing 2007 – 2009, Master of Choreography University of Melbourne), the Student Researcher closely examined those artists practicing in early 1960’s who formed the Judson Dance Theatre, in particular seminal artist Deborah Hay who recognizes and addresses the choreographed body through a process of purposefully counter-choreographing the dancers existing choreography. Experientially familiar with Hay’s practice, the Student Researcher is now interested to discover an alternative process for recognizing and handling existing or extant choreography.

Choreographing the Choreographed inquires, how does the choreographer (who in this case is also the solo performer) choreograph the choreographed? How might the choreographer become aware of and in turn handle this existing choreography? Can Alexander Technique be engaged to not only ‘hear’/’know’ and enact this existing choreography, but furthermore to arrange, build upon, or choreograph this choreography? Can an express, replicable and possibly alternative model of choreographic practice be illuminated?

By gathering data from participant involvement during this study, the Student Researcher is aiming to not only situate her solo research, but furthermore document a ‘snap shot’ of Australian choreographic practice at this time in history and in relation to other historical figures and movements (i.e. Deborah Hay 1960’s) in dance. This will offer an important and vital contribution to the field.

Internationally there is a growing body of research connecting somatic techniques and dance (technique, injury prevention, performance) and journals devoted to publishing this work (i.e. Journal of Dance and Somatic Practices, Journal of Dance Education, Journal of Dance Medicine and Science, Dance Research Journal). There is also significant literature and ongoing research occurring in the area of choreographic practice. Much less developed is research that connects somatic techniques and choreographic practice, in particular Alexander Technique and choreographic practice. Internationally Professor Rebecca Nettle-Fiol (USA), Associate Professor Luc Vanier (USA)\(^4\), Professor Sylvie Fortin (CAN) and Fernande Girard (CAN)\(^5\) are some of the few practitioners specifically researching and entering into discourse in this area. In this way Choreographing the Choreographed belongs to a pioneering area of investigation. This research directly relates to previous and ongoing work by the Student Researcher and will augment and extend this work. It furthermore holds the potential to address a gap in current research and literature with respect to the relationship between choreographic practice and Alexander Technique (and conceivably somatic techniques generally).

1.3 METHOD

(a) What data collection technique(s) will be used? [Tick as many as apply]

- Questionnaire (attach a copy)
- Interviews (attach a copy)
- Observation of participants without their knowledge
- Covert observation
- Audio- or video-taping interviewees or events (with consent)
- Other (Please give details. Use no more than 50 words): Participants will be asked to respond to some interview questions by drawing or writing. These raw materials will be video taped during the interview

(b) What tasks will participants be asked to do? What is the estimated time commitment involved? How will data be analysed?

Participants will be asked to:

- View a studio practice session or performance by the Student Researcher (Fiona Bryant) lasting up to an hour.

\(^2\) Body in this context could be preceded with whole, or replaced with self since the researcher is referring not only to the physical body, but all dimensions of the human – the physical body, mind, spirit and soul. Body is used to efficiently name this entire interrelated human system.

\(^3\) Within the context of this research choreography is defined as the design of and act of designing dance where dance refers to the conscious movement activity involving the whole body. While during the 17th and 18th centuries, choreography did accurately derive from the Greek for "dance" and "write" as it was used to refer to the written record notation of dances, in the 19th, 20th and 21st centuries it has decidedly shifted (inaccurately but universally) to refer to the art of creating and arranging dances.


• Participate in an interview that will take approximately an hour. The interview will take place immediately after the viewing session.
• Possibly be invited to repeat these two steps up to four times during the three-year period of the research.

With participant's permission (PLS and Consent Form), the interview will be video-recorded. Participants will also be asked to do some drawing and writing in response to some questions during this interview. (See Attached Interview Questions). When the footage has been transcribed by the Student Researcher, participants will be provided with a copy of the transcript to review, verify accuracy and request amendments.

Data analysis will be guided by a heuristic approach and occur in the following stages:

• Student researcher will thoroughly review recorded interview data and transcribe sections of it
• Student researcher will begin to identify qualities and themes manifesting in the individual interviews
• Student researcher will work toward composing transcribed individual depictions, in the first instance containing these rather than grouping commonalities or phenomena. These transcribed individual depictions of experience will include the original language of the interview/s.
• Student Researcher will consult with Responsible Researcher and participants to review transcripts and ensure these fit and are accurate in relation to the data from which they were developed
• Student Research will gather together all of the transcribed individual depictions from (a) Emerging Figures in the Field and (B) Key figures in the field, to develop a composite depiction that represents common qualities and themes within each of these two groups
• Student Researcher will select a small number (3-5) individual depictions from each group that are felt to exemplify that group of participants
• Student Researcher will again review original recorded data and transcripts
• Student Researcher in consultation with Responsible Researcher will incorporate select individual depictions into written dissertation
• Student Researcher in consultation with Responsible Researcher will invite participants to review the written dissertation (containing data) in its draft and pre-submission stages to review the data in the context of the Student Researchers full dissertation, verify that the information is correct and request alterations if required.

1.4 USE OF INDEPENDENT CONTRACTORS Will parts of this project be carried out by independent contractors? (e.g. interviewing, questionnaire design and analysis, sample testing, etc)

[ □ YES □ NO ] If YES, confirm that the independent contractor will be engaged on the basis of relevant qualifications and experience and will receive from the first named Principal Researcher, a copy of the approved ethics protocol and be made aware of their responsibilities arising from it. [The responsibility for effective oversight and proper conduct of the project remains with the Principal Researcher(s)]

1.5 MONITORING
(a) How will researchers monitor the conduct of the project to ensure that it complies with the protocols set out in this application, the University's human ethics guidelines and the National Statement on Ethical Conduct in Human Research? [Address, in particular, cases where several people are involved in recruiting, interviewing or administering procedures, or when the research is being carried out at some distance from the Principal Researcher (i.e. interstate or overseas)]

The Student, Responsible and Co-Researcher are all familiar with The National Statement on Ethical Conduct in Human Research (esp. Sections 1, 2, 3.1), the Australian Code for the Responsible Conduct of Research (esp. Sections 1-4) and University of Melbourne’s own Code of Conduct for Responsible Research. The Student Researcher will continue to meet regularly (at least once every 4-6 weeks) with the Responsible and Co-Researcher to review the research process and ensure it continues to be compliant, ask questions and gain feedback.

(b) For student research projects how will the student be supervised to ensure they comply with the protocols? If the student is working overseas, provide additional details of any local supervision arrangements.

The Student Researcher is being supervised by the Responsible Researcher, Helen Herbertson (60%) and Co-Researcher, Siobhan Murphy (40%). Research for this project is not anticipated to occur overseas.

2. PARTICIPANT DETAILS
2.1 TARGET PARTICIPANT GROUP

Please indicate the targeted participant group by ticking all boxes that apply. Expand any responses necessary in the space provided at “Other”.

- Students or staff of this University
- Adults (over 18 years old and competent to give consent)
- Children/legal minors (under 18 years old) (with parental consent)
- Emerging and Key Figures in the field identified by Student and Responsible Researcher
- People from non-English speaking backgrounds

2.2 NUMBER, AGE RANGE AND SOURCE OF PARTICIPANTS

Provide number, age range and source of participants.

A total of 20-30 participants, ranging 20-80 years of age, will be sourced from the field by Student and Responsible researcher.

2.3 JUSTIFICATION OF PARTICIPANT NUMBERS

The quality and validity of research is an essential condition of its ethical acceptability (refer National Statement). Where applicable, provide a justification of sample size (including details of statistical power of the sample, where appropriate), explaining how this sample size will allow the aims of the study to be achieved.

Following a heuristic, qualitative approach, the SMALL number of participants has been chosen to enable the Student Researcher to undertake in-depth interviews, transcribe and analyse data and possibly repeat this process up to four times with each participant. The aim of undertaking this process is to generate data that will contextualize the Student Researchers solo inquiry.

2.4 PARTICIPANT RECRUITMENT

(a) Please indicate the method of recruitment by ticking the appropriate boxes. Tick all that apply.

- Mail out - see below
- Email - see below
- Recruitment carried out by third party (eg. employer, doctor) – see below
- Recruitment carried out by researcher/s
- Contact details obtained from public documents (eg. phone book)
- Contact details obtained from private sources (eg. employee list, membership database) – see below
- Snowball (participants suggest other potential participants)
- Other (Please explain in no more than 50 words):

If using a mail out or email who will be distributing it? N/A

If using an advertisement: N/A
- explain where will it be placed?[e.g. on waiting room wall, in newspaper, in newsletter]
- have you attached a copy?
  Yes ☐ No ☐ NA ☒ If “No” please explain (no more than 50 words):

If recruitment is to be conducted by a third party, (eg employer, doctor) have you attached an approval letter?
- requesting their assistance?[yes, no or not applicable]
  Yes ☐ No ☐ NA ☒ If “No” please explain (no more than 50 words):
- confirming their willingness to assist?
  Yes ☐ No ☐ NA ☒ If “No” please explain (no more than 50 words):
- that has been drafted for the third party to send to potential participants?
  Yes ☐ No ☐ NA ☒ If “No” please explain (no more than 50 words):

If contact details are to be obtained from private sources, have you attached an approval letter?
Yes ☐ No ☒ If “No” please explain (no more than 50 words):

(b) Describe how, by whom, where potential participants are to be identified or selected for this research.
Student Researcher will consult with Responsible Researcher to identify a list of potential participants. These participants will have previous or ongoing connection to the field and or the Student or Responsible researchers’ practice in the field. In some instances the interviewing of participants will formalize and document an existing dialogue already established with the Student Researcher.

(c) Describe how, by whom, where potential participants are to be approached or invited to take part in this research.

Potential participants will be invited to take part in the research through email composed by the Student Researcher in consultation with the Responsible Researcher.

2.5 DEPENDENT RELATIONSHIPS

[The issue of research involving persons in dependent or unequal relationships (e.g. teacher/student, doctor/patient, student/lecturer, client/counsellor, warder/prisoner, and employer/employee) is discussed in Sections 2 and 4.3 of the National Statement. Such a relationship may compromise a participant’s ability to give consent which is free from any form of pressure (real or implied)]. Are any of the participants in a dependent relationship with any of the researchers, particularly those involved in recruiting for or conducting the project?

☐ YES ☒ NO  (If YES, explain the dependent relationship and the steps to be taken by the researchers to ensure that participation is purely voluntary and not influenced by the relationship in any way)

2.6 PAYMENT OR INCENTIVES OFFERED TO PARTICIPANTS

Do you propose to pay, reimburse or reward participants?

☐ YES ☒ NO  (If YES, how, how much and for what purpose? Please justify the approach)

3. INFORMATION FOR PARTICIPANTS AND INFORMED CONSENT

Before research is undertaken, the informed and voluntary consent of participants (and other properly interested parties) is generally required (refer Section 2 of the National Statement for more details). Information needs to be provided to participants at their level of comprehension about the purpose, methods, demands, risks, inconveniences, discomforts and possible outcomes of the research. Such information is often provided in a written Plain Language Statement. Each participant’s consent needs to be clearly established (e.g. by using a signed Consent Form, returning an anonymous survey or recording an agreement for interview).

3.1 PROVIDING INFORMATION FOR PARTICIPANTS

(a) Will you be providing participants with information in a written Plain Language Statement?

☒ YES ☐ NO  (If NO, provide details of the protocol you will use to explain the research project to participants and invite their participation?)

(b) Will arrangements be made to ensure that participants who have difficulty understanding English can comprehend the information provided about the research project?

☒ YES ☐ NO  (If YES, what arrangements have been made? If NO, give reasons.)

In the unlikely case that an invited participant is unable to comprehend the information provided regarding the project, the Responsible and Student Researcher would have the documents translated by and in consultation (to ensure accuracy) with a third party translation service.

3.2 PLAIN LANGUAGE STATEMENT (IF APPLICABLE)

CONFIRM THAT THE PLAIN LANGUAGE STATEMENT WILL:

YES  NOT APPLICABLE

1. be printed on University of Melbourne letterhead

☒  ☐

2. include clear identification of the University, the Department(s) involved, the project title, the Principal and Other Researchers (including contact details), and the study level if it is a student research project.

☒  ☐

3. provide details of the purpose of the research project

☒  ☐

4. provide details of what involvement in the project will require

☒  ☐
5. provide details of any risks involved and the procedures in place to minimise these.

6. advise that the project has received clearance by the HREC.

7. (if the sample size is small), confirm that this may have implications for protecting the identity of the participants.

8. include a clear statement that if participants are in a dependent relationship with any of the researchers that involvement in the project will not affect ongoing assessment/grades/management or treatment of health (if relevant).

9. state that involvement in the project is voluntary and that participants are free to withdraw consent at any time, and to withdraw any unprocessed data previously supplied.

10. provide advice on arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations (see ** below).

11. provide advice as to whether or not data is to be destroyed after a minimum period (if relevant).

12. provide in the footer, the project HREC number, date and version of the PLS.

13. provide advice that if participants have any concerns about the conduct of this research project that they can contact the Executive Officer, Human Research Ethics, The University of Melbourne, ph: 8344 2073; fax 9347 6739.

[**Re 10 – it is possible for data to be subject to subpoena, freedom of information request or mandated reporting by some professions. Depending on the research proposal you may need to specifically state these limitations.]

PLEASE ATTACH A COPY OF THE PLAIN LANGUAGE STATEMENT TO YOUR APPLICATION

3.3 OBTAINING CONSENT

(a) How will each participant’s consent be established?

By signing and returning a Consent Form – see 3.4 below

By returning an anonymous survey

Via a verbal agreement

Via a person with lawful authority to consent (e.g. parent, doctor) – see 3.3(b) below

Via a recorded agreement for interview

Other (Please describe in no more than 50 words):

(b) If participants are unable to give informed consent, explain who will consent on their behalf and how such consent will be obtained.

It is not anticipated that any invited participants in this research would be unable to give informed consent. No minors will be invited and if an adult participant is unable to Consent the invitation for them to participate in the research will be withdrawn.

3.4 CONSENT FORM (IF APPLICABLE)

CONFIRM THAT THE CONSENT FORM WILL:

1. be printed on University of Melbourne letterhead  

2. include the title of the project and names of researchers  

3. state that the project is for research purposes  

4. state that involvement in the project is voluntary and that participants are free to withdraw at any time, and free to withdraw any unprocessed identifiable data previously supplied  

5. outline particular requirements of participants including, for example, whether interviews are to be audio and/or video-taped  

6. include arrangements to protect the confidentiality of data  

7. include advice that there are legal limitations to data confidentiality (see below)**  

8. (if the sample size is small) confirm that this may have implications for protecting the identity of the participants  

9. (once signed and returned) be retained by the researcher
**Re 7 – it is possible for data to be subject to subpoena, freedom of information request or mandated reporting by some professions. Depending on the research proposal you may need to specifically state and explain these limitations**

PLEASE ATTACH A COPY OF THE CONSENT FORM TO YOUR APPLICATION

### 4. PRIVACY AND CONFIDENTIALITY

Privacy can be described as “…a complex concept that stems from a core idea that individuals have a sphere of life from which they should be able to exclude any intrusion.” A major application of the concept of privacy is information privacy: the interest of a person in controlling access to and use of any information personal to that person. ‘Confidentiality’, a narrower more specific term than ‘privacy’ refers to the legal and ethical obligation that arises from a relationship in which a person receives information from or about another.

At the Commonwealth level, the collection, storage, use and disclosure of personal information by Commonwealth agencies is regulated by the Privacy Act 1988. Sections 95 and 95A of the Act are of particular relevance to researchers. There is regulation at State and Territory level in the form of legislation related to privacy generally or the administration of agencies, or administrative codes of practice.

In Victoria, the Health Records Act 2001 regulates health information handled by the Victorian public sector and private sector, while the Information Privacy Act 2000 regulates the collection and handling of non-health-related personal information. The National Statement states that an HREC must be satisfied that a research proposal conforms to all relevant Commonwealth, State or Territory privacy legislation or codes of practice.

#### 4.1 ACCESSING PERSONAL INFORMATION

[Personal Information] includes names, addresses, or information/opinion about an individual whose identity is apparent, or can reasonably be ascertained, from the information/opinion. It also includes Health Information (e.g. health opinions, organ donation or genetic information) and Sensitive Information (e.g. political views, sexual preferences, criminal records).

Is there a requirement for the researchers to obtain Personal Information (either identifiable or potentially identifiable) about individuals without their consent?

- [ ] YES
- [x] NO

a) from Commonwealth departments or agencies?

b) from State departments or agencies?

c) from Other Third Parties, such as non-government organisations?

If you answered YES to (a), (b) or (c), you will need to complete Module P and attach it to this application.

#### 4.2 REPORTING PROJECT OUTCOMES

(a) Will the project outcomes be made public at the end of the project?

- [x] YES
- [ ] NO

(If YES, give details of how the results will be made public (eg in journal articles book, conference paper, the media, working paper or other). If NO, explain why not.)

It is anticipated that research results (data from the interviews) will be made public through the final written dissertation (hard copies and digital repository), and may also be published and or presented in full or part in relevant journals and conferences.

(b) Will a report of the project outcomes be made available to participants at the end of the project?

- [x] YES
- [ ] NO

(If Yes, give details of the type of report and how it will be made available. If No, explain why not.)

Participants will have access to the research Abstract (overview/report of overall background, aims, method, conclusions/findings) and soft/digital copy of full dissertation contacting research findings if requested on Consent Form.

#### 4.3 WILL THE RESEARCH INVOLVE:

- [ ] YES
- [x] NO

- complete anonymity of participants (i.e., researchers will not know the identity of participants as participants are part of a random sample and are required to return responses with no form of personal identification)?
- de-identified samples or data (i.e., an irreversible process whereby identifiers are removed from data and replaced by a code, with no record retained of how the code relates to the identifiers. It is then impossible to identify the individual to whom the sample of information relates)?
- potentially identifiable samples or data (i.e., a reversible process in which the identifiers are removed and replaced by a code. Those handling the data subsequently do so using the code. If necessary, it is possible to link the code to the original identifiers and identify the individual to whom the sample or information
• participants having the option of being identified in any publication arising from the research?
• participants being referred to by pseudonym in any publication arising from the research? * If Chosen on Consent Form
• any other method of protecting the privacy of participants? Please describe:

Note that where the sample size is very small, it may be impossible to guarantee anonymity/confidentiality of participant identity. Participants involved in such projects need to be clearly advised of this limitation in the Plain Language Statement.

5 DATA STORAGE, SECURITY AND DISPOSAL

5.1 DATA STORAGE


☐ YES ☐ NO (If NO, please explain.)

5.2 DATA SECURITY

(a) Will the Principal Researcher be responsible for security of data collected?

☐ YES ☐ NO (If NO, please provide further details. You may also use this space to explain any differences between arrangements in the field, and on return to campus.)

It is assumed that Principle Researcher here refers to the Student Researcher who will be conducting the bulk of the research including data collection.

(b) Will data be kept in locked facilities in the Department through which the project is being conducted?

☐ YES ☐ NO (If NO, please explain how and where data will be held, including any arrangements for data security during fieldwork.)

• Video recordings and transcripts of interviews will be kept on password protected computer file
• Original drawings and handwriting also collected in interview will be kept in locked file in the VCA School of Performing Arts, Dance building.

(c) Which of the following methods will be used to ensure confidentiality of data? (select all options that are relevant)

• data and codes and all identifying information to be kept in separate locked filing cabinets
• access to computer files to be available by password only ☒
• access by named researcher(s) only ☒
• other (please describe)

(d) Will others besides the named researchers have access to the raw data?

☐ YES ☒ NO (If YES, please explain who and for what purpose? What is their connection to the project?)

5.3 DATA RETENTION AND DISPOSAL

[Research data and records should be maintained for as long as they are of continuing value to the researcher and as long as recordkeeping requirements such as patent requirements, legislative and other regulatory requirements exist. The minimum retention period for research data and records is five years after publication, or public release, of the work of the research as stated in the University of Melbourne Code of Conduct for Research. If the project involves clinical trial(s), the data should be kept for a minimum of 15 years (refer to Section 3.3 of the National Statement for further details)]

Specify how long materials (e.g. files, audiotapes, questionnaires, videotapes, photographs) collected during the study will be retained after the study and how they will ultimately be disposed of.

Research data (Video footage of interviews, transcripts of interviews, and written and drawn responses from interviews) will all be retained for a minimum period of five years following the initial public publication in the Student Researcher’s PhD written dissertation. The Student Researcher will deposit research data and records associated with the written
dissertation within the Dance, Performing Arts department VCA immediately following submission (to ensure it is managed appropriately over time). The Student Researcher will also provide the Responsible Researcher (supervisor) with full details of the location of research data and records. Ultimately, the Responsible Researcher would make recommendations to the Head of Department for destruction of the research data and records in accordance with all of the relevant requirements and legislation.
6. POTENTIAL CONFLICT OF INTEREST

6.1 POTENTIAL CONFLICT OF INTEREST

Is there any affiliation or financial interest for researchers in this research or its outcomes or any circumstances which might represent a perceived, potential or actual conflict of interest?

☐ YES ☒ NO  (If YES, give brief details?)

[If you have declared a potential conflict of interest, you should include an appropriate comment on the Plain Language Statement and Consent Form]

6.2 COMPLIANCE WITH THE CODE OF CONDUCT FOR RESEARCH

[University researchers must disclose and manage Conflict of Interest in accord with the provisions of the University’s Code of Conduct for Research. See http://www.unimelb.edu.au/ExecServ/Statutes/r171r8.html]

Is the Conflict of Interest noted above in section 6.1 being managed in accordance with the Code of Conduct?

☐ YES ☐ NO ☒ Not Applicable

7. DECLARATION BY RESEARCHERS

The information contained herein is, to the best of our knowledge and belief, accurate.

We have read the University’s current human ethics guidelines, and accept responsibility for the conduct of the procedures set out in the attached application in accordance with the guidelines, the University’s Code of Conduct for Research and any other condition laid down by the University of Melbourne’s Human Research Ethics Committee or its Sub-Committees. We have attempted to identify all risks related to the research that may arise in conducting this research and acknowledge our obligations and the rights of the participants. We have the appropriate qualifications, experience and facilities to conduct the research set out in the attached application and to deal with any emergencies and contingencies related to the research that may arise.

If approval is granted, the project will be undertaken in strict accordance with the approved protocol and relevant laws, regulations and guidelines.

We, the researcher(s) agree:

• To only start this research project after obtaining final approval from the Human Research Ethics Committee (HREC);
• To only carry out this research project where adequate funding is available to enable the project to be carried out according to good research practice and in an ethical manner;
• To provide additional information as requested by the HREC;
• To provide progress reports to the HREC as requested, including annual and final reports;
• To maintain the confidentiality of all data collected from or about project participants, and maintain security procedures for the protection of privacy;
• To notify the HREC in writing immediately if any change to the project is proposed and await approval before proceeding with the proposed change;
• To notify the HREC in writing immediately if any adverse event occurs after the approval of the HREC has been obtained;
• To agree to an audit if requested by the HREC;
• To only use data and any tissue samples collected for the study for which approval has been given;

We have read the National Statement on Ethical Conduct in Human Research and agree to comply with its provisions.

All researchers associated with this project must sign

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<th>Researchers’ Name (please PRINT)</th>
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<tr>
<td>Helen Herbertson - Responsible Researcher</td>
<td>[Signature]</td>
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<td>Fiona Bryant – Student Researcher</td>
<td>[Signature]</td>
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8. DECLARATION BY DEPARTMENTAL HUMAN ETHICS ADVISORY GROUP (HEAG)

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- [ ] TECHNICAL REVIEW COMPLETED
- [ ] ETHICAL REVIEW COMPLETED

The HEAG has reviewed this project and considers the methodological/technical and ethical aspects of the proposal to be appropriate to the tasks proposed and recommends approval of the project. The HEAG considers that the researcher(s) has/have the necessary qualifications, experience and facilities to conduct the research set out in the attached application, and to deal with any emergencies and contingencies that may arise. [Note: If the HEAG Chair is also a principal researcher for this project, the declaration should be signed by another authorised member of the HEAG]

Comments/Provisos:

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9. DECLARATION BY HEAD OF DEPARTMENT

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- [ ] TECHNICAL REVIEW COMPLETED
- [ ] ETHICAL REVIEW COMPLETED

I have reviewed this project and consider the methodological, technical and ethical aspects of the proposal to be appropriate to the tasks proposed and recommend approval of the project. I consider that the researcher(s) has/have the necessary qualifications, experience and facilities to conduct the research set out in the attached application, and to deal with any emergencies and contingencies that may arise. [If the Head of Department is also a principal researcher for this project, the declaration should be signed by another authorised member of the Department]

This project has the approval and support of this Department/School/Centre.

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<th>Name of Head (in BLOCK LETTERS)</th>
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When this form has been completed and finalised it should be attached to the coversheet section of the application completed in Themis Research and then submitted to the nominated Human Ethics Advisory Group for review.