

About this form

- ✓ The export of defence and strategic goods or technologies is governed by the Defence Trade Controls Act 2012. The publication of any research in this area must be approved by the CSU Defence Trade Controls Committee (DTCC) before the material or information is exported or published.
- ✓ **Please tell us if your application is URGENT. Work must not commence without written approval from the DTCC.** For DTCC meeting dates and agenda closing dates, please see the [DTCC website](#).
- ✓ Please use this form to provide details of your research proposal. The DTCC will check the information provided and may apply to Defence Export Controls on your behalf if a permit is required for your research work.

Completing the form

DO NOT COMPLETE THIS FORM IN A WEB BROWSER. You will not be able to save your data or sign the form in a browser. First SAVE this form, then OPEN the file in Adobe Acrobat Reader or Adobe Acrobat Pro.

- This checklist can be completed electronically.
- The **Primary Contact** is responsible for completing and submitting this form to dtcc@csu.edu.au
- Digital forms and electronic signatures are preferred.
- If you have any questions, please contact dtcc@csu.edu.au

Submitting the application

1. Before sending, remember to attach any additional documents, such as written approvals or additional pages of information relating to this form.
2. Submit the complete application to dtcc@csu.edu.au
3. Please tell us if your application is urgent, or if you hope to commence work before the next [DTCC meeting](#).

Notification of outcome

The nominated Primary Contact will receive notification of outcome by email once the request has been considered.

Do not commence research until written approval has been received from the Defence Trade Controls Committee.

Please note that this application only relates to the proposed use of defence and strategic goods. If your research involves the use of animals, human subjects, radiation, restricted biological materials or chemicals, separate approval may be required by the appropriate University committee. Please refer to the [Research Integrity, Ethics and Compliance Unit website](#)

1. Research project

Project title	
Proposed start date	
Proposed end date	
School / Faculty / Organisation / Unit <i>that the research is being conducted through</i>	
Is this a student project?	<input type="radio"/> Yes <input type="radio"/> No

List <u>ALL</u> countries where research involving defence and strategic goods/technologies will occur	
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2. Primary contact

Note: The Primary Contact is usually the Chief Investigator – or must be the Principal Supervisor for student research projects. The Primary Contact is responsible for ensuring the overall compliance of the research project.

Note: the Primary Contact is Team member #1

Full name (<i>incl. title</i>)	
Role in project team	
Staff/Student ID	
Email	
Work phone	
Mobile phone	
School / Faculty / Organisation / Unit	
Campus / Location	

3. Research project team

Enter the details of all people directly involved in the research project. The people listed will be required to sign this form. **There is an expectation that team members are aware of all aspects of the project, including confidential material.**

Note: The Primary Contact is team member #1

Team member #2

Full name (<i>incl. title</i>)	
Role in project team	
Staff/Student ID	
Email	
Contact phone	
School / Faculty / Organisation / Unit	

Team member #3

Full name (<i>incl. title</i>)	
Role in project team	
Staff/Student ID	
Email	
Contact phone	
School / Faculty / Organisation / Unit	

Team member #4

Full name (incl. title)	
Role in project team	
Staff/Student ID	
Email	
Contact phone	
School / Faculty / Organisation / Unit	

If there are more team members to list, please attach an additional page to your application.

4. Training

Have ALL those involved completed the Defence Trade Controls ELMO module?	<input type="radio"/> Yes <input type="radio"/> No
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*All staff and students must have completed the [Defence Trade Controls Induction](#) ELMO module online **before** commencing any work.*

If any of the staff members or students involved have not yet completed the online training module, they can [enrol themselves in the course](#), or contact the ELMO team (elmo@csu.edu.au) for enrolment assistance.

5. Research project details

Describe the aim and rationale of the work

Attach an additional page if the response does not fit in this field.

Briefly explain why you think this research may be relevant to the Defence Trade Controls Act

Attach an additional page if the response does not fit in this field.

6. Signatures and approvals

7.1 Primary Contact

Declaration

By signing below:

- a. I certify that all details given in this proposal are correct.
- b. I will ensure the project is carried out in accordance with Defence Trade Control Act 2012 which regulates export of goods, technologies and services that are within the Defence and Strategic Goods List. The list includes obvious areas of research with direct military or munitions application, but also includes a range of “dual use” areas where there is capacity to mis-use more basic disciplinary knowledge to nefarious ends including, but not limited to, Chemistry, Biology and ICT, all disciplines where fundamental research is being undertaken by Charles Sturt University. I accept responsibility for the conduct of all procedures detailed in this application and for the supervision of all personnel delegated to perform such procedures.
- c. I will ensure that all personnel are aware of their responsibilities and roles in the project.
- d. I certify that the qualifications and experience of personnel involved in the project are appropriate to the procedures to be performed.
- e. I confirm that I have taken into account potential hazards to staff working in this project and have ensured that appropriate safety measures have been implemented.
- f. I confirm that all personnel have read this application and have agreed to comply with procedures as described and any conditions imposed by the DTCC.

Primary Contact full name (<i>incl. title</i>)	
Date	
Signature	

Instructions to the Primary Contact

- After signing above with your digital signature, save and email a copy of this form to the next team member for review and signing. Ensure all relevant supporting documents are attached.
- Once all signatories have reviewed and signed the form and returned it to you, submit the whole application via email to dtcc@csu.edu.au. Ensure all relevant supporting documents are attached.
- We will notify you of the outcome via email within 10 working days of the meeting.
- For DTCC meeting dates and agenda closing dates, please see the [DTCC website](#).
- To check on the status of your application, please email dtcc@csu.edu.au

7.2 Research team members

Declaration

By signing below:

- a. I confirm that I have read this application and understand my role in the project.
- b. I confirm that all details given in this proposal are correct.
- c. I declare that I will only undertake procedures that are consistent with my qualifications and level of experience.
- d. I will ensure the project is carried out in accordance with the Defence Trade Control Act 2012, which regulates export of goods, technologies and services that are within the Defence and Strategic Goods List.

TEAM MEMBER #2 SIGNATURE

Full Name	
Date	
Signature	

TEAM MEMBER #3 SIGNATURE

Full Name	
Date	
Signature	

TEAM MEMBER #4 SIGNATURE

Full Name	
Date	
Signature	

If there are more team members to list, please attach additional pages to your application.
All team members must confirm in writing and sign that they have read the proposal and that all information is correct.

Instructions to the research team members

- Review the entire application and read the declaration below. If you have any concerns or amendments, contact the Primary Contact.
- If you approve, sign below with your digital signature, then email a copy of this form and all relevant attachments to the next team member to sign.
- Once all signatories have reviewed and signed the form, **return it to the Primary Contact**, who will submit it to dtcc@csu.edu.au. Ensure all relevant supporting documents are attached.
- We will notify you of the outcome via email within 10 working days of the meeting.
- For DTCC meeting dates and agenda closing dates, please see the [DTCC website](#).
- To check on the status of your application, please email dtcc@csu.edu.au

7.3 Head of School approval

Declaration

By signing below, I declare that I have read this application and I am satisfied that this research project needs to be reviewed by the DTCC.

Full Name	
School	
Email	
Date	
Signature	

Instructions to the Head of School

- Review the entire application and read the declaration above. If you have any concerns or amendments, contact the Primary Contact.
- If you approve, sign above with your digital signature, then submit the whole application via email to dtcc@csu.edu.au. Ensure all relevant supporting documents are attached.
- We will notify you of the outcome via email within 10 working days of the meeting.
- For DTCC meeting dates and agenda closing dates, please see the [DTCC website](#).
- To check on the status of your application, please email dtcc@csu.edu.au

Submit form and attachments to dtcc@csu.edu.au

Approval - DTCC Use Only

Protocol Number

Signature

Date