

Human Research Ethics Committee Incident Report

v220225



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University

The University's Human Research Ethics Committee is required to monitor research projects to which it has given approval. Please use this form to report incidents which may impact on the Committee's continued approval of a research project.

The **Primary Contact** as per the Human Research Ethics Application (HREA) form (usually the Chief Investigator) is responsible for notifying the committee by completing and submitting this form to ethics@csu.edu.au.

Note: Any health and safety incidents or hazards must be reported immediately using the CSU online incident reporting system: <http://incident.csu.edu.au>

All fields with a red border are required.

1. Research Project

Title

Protocol Number

Approved End Date

2. Primary Contact (main applicant on approved HREA form for this research project usually the Chief Investigator)

Name

Staff/Student ID No. (if appl.)

Phone or Mobile

Email

School/Faculty

Work Address

3. Research Project Team

Name

Role

Staff/Student ID No. (if appl.)

Attach an additional page if there are more team members to list.

4. Incident Details

Date/s Event Occurred

Describe the adverse and/or unanticipated event/s. Please include information on where the event/s occurred, and who was involved (researcher/s, participant/s, other/s).

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

Describe the cause of the adverse and/or unanticipated event/s.

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

Describe any action/s that were taken to address the event/s, e.g. medical advice sought, data collection suspended.

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

Was the event/s a result of actions taken as per the approved research project? Please give reasons to explain your answers.

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

Do you believe any changes should be made to the approved research project in light of the event/s. Please explain your answer.

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

Is there any additional information about the event/s that you think should be brought to the attention of the HREC?

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

5. Signatures

I confirm that all research team members have had the opportunity to review the information above prior to submission of this form.

Name of Primary Contact

Signature

Date

Name of Supervisor (for student researcher/s)

Supervisor Signature

Date

Submit all applications to:

ethics@csu.edu.au

Note: The submit button above will not work until **all required fields** (marked with **red borders**) are complete.
Electronic files with digital signatures are preferred.

Before sending, remember to attach any additional documents relevant to this form, such as additional pages of information or copies of relevant approvals.