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).]

This project aims to develop a reading of contemporary Melbourne Landscape Architecture through an enquiry into individual practice. This study offers an alternative perspective to conventional ways of analysing the profession which focus either on a survey of ‘significant’ projects or instead the work of particular firms presented though the monograph. In both cases the outcome of a design project forms the major medium for defining and exploring Landscape Architecture practice. Central to this study is the proposition that a finer grained understanding of the complexities and processes of design are lost within this project based analysis. This is particularly true of Australia and New Zealand where the relative youth of the profession means that the ‘testing’ of new ideas and practices through design projects is constrained by opportunity. Consequently built work does not offer an absolute reflection of the aspirations of the practitioner.

This project explores Landscape Architecture practice in Melbourne through the voice of the designer rather than the through the project. Twelve designers, representative of a spread of gender, age, educational and practice background will be interviewed. These interviews will be conducted by pairs by Masters of Landscape Architecture students as part of their introductory level Masters Design studio. Material from these interviews will be presented back to the class and analysed for significant trends and influences. The immediate outcomes for the study are two-fold. First the study involves an educational outcome, exposing students to a range of approaches to Landscape Architecture practice in Melbourne, as well as training and experience in carrying out a research project. Secondly the class will produce a public exhibition which will present preliminary findings. The interview material from this study will also inform a larger research project that compares Landscape Architecture design practices in Melbourne, Sydney and Auckland.

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]

Research into Landscape Architecture practice in Australia is a new field. It was not until 2003 following the release of Professor Catherin Bull’s New Conversations with an Old Landscape that the first collection of Australian Landscape Architecture projects were published. Three years later Elizabeth Mossops’ Australian Landscape Design offered a further
analysis of Australian projects. Both publications emphasise the breadth of practice in Landscape Architecture, organised according to typologies and scales of projects. Practice monographs offer an alternative record of practice, presented through the notion of the firm’s body of work. Although common in Architecture, the first practice monographs of Australian Landscape Architecture only emerged in 2004, beginning with Tract, considered Australia’s first independent landscape practice. The survey and the monograph are supplemented by a few distinctive voices of practice, most notably Richard Weller whose work is documented in the publication Room 4.1.3 Innovations in Landscape Architecture released in 2005.

Compared to Australian Architecture, these survey publications and emerging practice monographs while extremely valuable, offer only a minimal record of contemporary Landscape Architecture practice. Australian Architectural practice for example is recorded, analysed and critiqued across multiple avenues. Survey publications and practice monographs are supplemented by more focused regional analysis of major centres of design such as Sydney, Melbourne or Brisbane. This analysis is further refined through a focus on the individual practice which has been documented and analysed through initiatives such as ‘40 under 40,' high profile Biennale and Festival exhibitions and most notably the ABC television series ‘In the Mind of the Architect.’

This research project aims to expand the current understanding of Landscape Architectural practice in Australia through an enquiry into individual practice. This first stage focuses on twelve Melbourne designers who are selected for their diverse backgrounds, educational experiences and generational views. A similar project will be run contemporaneously in Sydney (hosted by the Landscape Architecture program at UNSW) and Auckland (hosted by the Landscape Architecture program at UNITEC). Each project will generate a stand alone exhibition which can also be displayed as part of a larger group exhibition. The second stage of the study will revisit the collective interview material now encompassing 36 designers operating between Sydney, Melbourne and Auckland. This material will be examined for themes and connections. Possible questions include:

- Is there any evidence of a regional practice?
- Are there traceable influences which link designers to their place of education?
- Are there shared concerns for the future?
- Is there any distinctive difference between practice in Australia and New Zealand?

### 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):

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

Pairs of students will interview their nominated designer three times over the course of the semester. These taped interviews will be conducted in the designer’s office to minimise demands on their time. All interviews will be semi-structured. The first interview will be the shortest (no more than 45 mins) and will establish the educational back ground of the designer, as well as their relationship to Melbourne and employment history.

The second and third interviews will be longer in duration (no more than 90 minutes) and will require designers to reflect on the influences and characteristics of their own design practice, as well as future trends and concerns in Landscape Architecture. Major questions will be emailed to the designers prior to the interviews to allow time for reflection and to maximise the effectiveness of the interview. Each pair will present a synopsis of major outcomes from the interview. As a group, we will analysis the material thematically to determine whether shared issues, concerns and practices emerge. We will also speculate on the reasons for any differences. These conclusions will be tested further against analysis emerging from the Sydney and Auckland interviews.

### 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

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Minimal Risk application form (9/06) page 2
(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 Research Involving Humans? [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)]

I will brief all student researchers on their obligations in conducting research in accordance with all relevant guidelines. I will ensure that all participants are fully informed of the project through a written plain language statement and will ensure prospective participants have the opportunity to ask questions or seek clarification. I will ensure all participants sign a consent form. All materials such as audio-recordings, notes, transcriptions and signed consent forms will be stored at The University of Melbourne in a locked filing cabinet and/or a password protected PC. The parallel interview projects run at the University of NSW and Unitec will gain approval from, and be conducted according to their own human ethics guidelines.

(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.

Regular class discussions will provide a forum for discussing research outcomes as well as reaffirming the accepted protocol and interview agendas. I will meet with the class twice a week.

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) | Other (Please give details. Use no more than 50 words): |

| People from non-English speaking backgrounds |

2.2 NUMBER, AGE RANGE AND SOURCE OF PARTICIPANTS

Provide number, age range and source of participants.

Twelve Melbourne based Landscape Architects have been selected as participants. These designers are representative of a spread of gender, age, and educational and practice back ground. This includes a mix of established designers; art based practitioners, young graduates, digital media focused designers, academic –designers, and designers who have been influential in practice over a significant period of time.

2.3 JUSTIFICATION OF PARTICIPANT NUMBERS [The quality and validity of research is an essential condition of its ethical acceptability (refer National Statement page 5)] 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.

This initial sample size of twelve designers is based on the number of students within my class. Pairs of students will work with each designer. This small sample however still provides a range of perspectives and experiences and will fulfil the initial educational aims of the project. This material combined with the interview material gathered in Sydney and Auckland will broaden the sample to 36 designers. This larger size, together with the comparative nature of the study will provide enough material to analyse thematically a range of practice in Sydney, Melbourne and Auckland.

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 | Telephone |
| Advertisement - 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 | Personal contacts |
### Participants from a previous study

- If using a **mail out or email** who will be distributing it?  
  The primary researcher will be sending the email out.

- If using an **advertisement:**  
  - explain where it will 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**, (e.g. 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):

**Describe how, by whom, where potential participants are to be identified or selected for this research.**

The participants will be identified by the primary researcher. This selection will be based on establishing a spread of design practices and experiences including a mix of established designers; art based practitioners, young graduates, digital media focused designers, academic –designers, and designers who have been influential in practice over a significant period of time.

**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 via an email invitation which will include a written plain language statement. This invitation will be sent by 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 Section 7 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 sections 1.7 - 1.12 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.
All participants have an adequate command of English.

3.2 PLAIN LANGUAGE STATEMENT (IF APPLICABLE)

CONFIRM THAT THE PLAIN LANGUAGE STATEMENT WILL:

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<th>YES</th>
<th>NOT APPLICABLE</th>
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<tr>
<td>1.</td>
<td>be printed on University of Melbourne letterhead</td>
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<td>2.</td>
<td>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.</td>
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<td>3.</td>
<td>provide details of the purpose of the research project</td>
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<td>4.</td>
<td>provide details of what involvement in the project will require (e.g., involvement in interviews, completion of questionnaire, audio/video-taping of events), and estimated time commitment</td>
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<td>5.</td>
<td>provide details of any risks involved and the procedures in place to minimise these.</td>
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<td>6.</td>
<td>advise that the project has received clearance by the HREC</td>
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<td>7.</td>
<td>(if the sample size is small), confirm that this may have implications for protecting the identity of the participants</td>
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<td>8.</td>
<td>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)</td>
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<td>9.</td>
<td>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</td>
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<td>10.</td>
<td>provide advice as to arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations (see ** below)</td>
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<td>11.</td>
<td>provide advice as to whether or not data is to be destroyed after a minimum period (if relevant)</td>
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<td>12.</td>
<td>provide in the footer, the project HREC number, date and version of the PLS</td>
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<td>13.</td>
<td>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</td>
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</table>

[**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 recorded agreement for interview ☐
Via a person with lawful authority to consent (eg. parent, doctor) – see 3.3(b) below ☐
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.

3.4 CONSENT FORM (IF APPLICABLE)

CONFIRM THAT THE CONSENT FORM WILL:

YES NOT APPLICABLE
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

[Section 18 of the National Statement describes ‘Privacy’ 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. Section 18.1 of 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 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?

☐ YES ☐ NO (If YES, give details of how the results will be made public (e.g., in journal articles, book, conference paper, the media, working paper or other). If NO, explain why not. The results will be made public through an exhibition, conference papers and journal articles.)

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

☐ 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 be invited to the exhibition.)

4.3 WILL THE RESEARCH INVOLVE:

- 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)? ☐ YES ☑ NO
- 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)? ☐ YES ☐ NO
- 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 relates)? ☐ YES ☐ NO
- participants having the option of being identified in any publication arising from the research? ☑ YES ☐ NO
- participants being referred to by pseudonym in any publication arising from the research? ☑ YES ☐ NO
- 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.)

(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.) Students will return any interviews and transcripts to Jillian Walliss who will keep all material for five years in locked facilities from the date of publication, after which they will be destroyed.

(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 researchers listed in sections 0.3 and 0.4 have access to the raw data?

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

Principal researchers running parallel projects at UNSW and Unitec will have access to the information. This will be in accordance with ethics protocol.

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 12.1 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.

Digital recordings and transcripts will be kept for five years in secure locked facilities at the University of Melbourne (See 5.b) After the completion of the project and publication the digital recordings and transcripts will be deleted from the computers in which they were installed and the transcripts will be placed in the confidential waste.
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 NH&MRC National Statement on Ethical Conduct in Research Involving Humans 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>
<th>Signature</th>
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8. DECLARATION BY DEPARTMENTAL HUMAN ETHICS ADVISORY GROUP (HEAG)

DATE APPLICATION RECEIVED:  /  /  HEAG NO:

☐ 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:

Name of HEAG Chair (in BLOCK LETTERS)

Signature

Date

9. DECLARATION BY HEAD OF DEPARTMENT

DATE APPLICATION RECEIVED:  /  /  HEAG NO:

☐ 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.

Name of Head (in BLOCK LETTERS)

Signature

Date

10. WHEN COMPLETE
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.