

MEMORANDUM

To: Professor Meg Morris
From: Secretariat, Human Ethics Sub Committee
Subject: S15/22 Review of Human Ethics Sub-committee Application - Approved
Title: Dancing for Parkinson's disease
Date: 22/04/2015

Thank you for your recent correspondence in relation to the research project referred to above. The project has been assessed as complying with the *National Statement on Ethical Conduct in Human Research*. I am pleased to advise that your project has been granted ethics approval and you may commence the study now.

The project has been approved from the date of this letter until 01/01/2017.

Please note that your application has been reviewed by a sub-committee of the University Human Ethics Committee (UHEC) to facilitate a decision before the next Committee meeting. This decision will require ratification by the UHEC and it reserves the right to alter conditions of approval or withdraw approval at that time. You will be notified if the approval status of your project changes. The UHEC is a fully constituted Ethics Committee in accordance with the National Statement under Section 5.1.29.

The following standard conditions apply to your project:

- **Limit of Approval.** Approval is limited strictly to the research proposal as submitted in your application while taking into account any additional conditions advised by the Human Ethics Sub-committee (HESC) .
- **Variation to Project.** Any subsequent variations or modifications you wish to make to your project must be formally notified to the HESC for approval in advance of these modifications being introduced into the project. This can be done using the appropriate form: *Ethics - Application for Modification to Project* which is available on the Research Services website at <http://www.latrobe.edu.au/researchers/starting-your-research/human-ethics>. If the HESC considers that the proposed changes are significant, you may be required to submit a new application form for approval of the revised project.

- **Adverse Events.** If any unforeseen or adverse events occur, including adverse effects on participants, during the course of the project which may affect the ethical acceptability of the project, the Chief Investigator must immediately notify the HESC Secretary on at hesc.she@latrobe.edu.au. Any complaints about the project received by the researchers must also be referred immediately to the HESC Secretary.
- **Withdrawal of Project.** If you decide to discontinue your research before its planned completion, you must advise the HESC and clarify the circumstances.
- **Monitoring.** All projects are subject to monitoring at any time by the Human Ethics Sub-committee.
- **Annual Progress Reports.** If your project continues for more than 12 months, you are required to submit an *Ethics - Progress/Final Report Form* annually, **on or just prior to 12 February**. The form is available on the Research Services website (see above address). Failure to submit a Progress Report will mean approval for this project will lapse.
- **Auditing.** An audit of the project may be conducted by members of the HESC.
- **Final Report.** A Final Report (see above address) is required within six months of the completion of the project.

If you have any queries on the information above or require further clarification please contact me at hesc.she@latrobe.edu.au.

On behalf of the Faculty of Health Sciences Faculty Human Ethics Committee, best wishes with your research!

Ms Kate Ferris
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