**Request form for a Transfer of externally approved Human Ethics Application**

***Transfer details***

**Requests for transfers will be considered by the Chairperson of the relevant Massey University Human Ethics Committee, or, in the case of a Low-Risk Notification, the Director Research Ethics.**

**The Chairperson of the Committee has the power to approve transfers from an external ethics committee:**

1) If a new staff member brings a grant/research project to Massey University from another organisation; or,

2) When a Massey University staff member is part of a collaboration/team research for which approval has been granted through the institutional ethics committee of the principal researcher.

**The transfer will be made available for noting by the relevant campus Committee at a Human Ethics Committee meeting. The process looks to not conduct further ethical review, however, requires that all approved documentation has been provided for noting and report keeping.**

**For further information regarding this process, please contact the Research Ethics Secretariat at gmhumeth@massey.ac.nz.**

*Please answer the following questions and ensure that the appropriate documentation has been attached to the end of this application.*

Name of Investigator:

Application ID (as registered under the original ethics application):

Project Title:

Please provide the name of the external ethics committee which originally reviewed this ethics protocol:

Please list all members of the research team and relevant expertise for involvement in this project, including both those external members and internal Massey members:

Please provide a brief summary of your research proposal, based on your original ethics application:

Initial starting date and approximate completion date of project:

Was the initial application reviewed as a low-risk protocol (meaning it **was not** reviewed by an accredited ethics committee) or a full ethics application by an accredited ethics committee?

Will your transfer require further amendments to protocols, other than minor wording to include provision of Massey contact details and/or letterheads?

* Yes
* No

***NB: If ‘yes’, it may be that a new application is required to be submitted depending on the nature of the changes to the project. Please contact Research Ethics for further information.***

**Please ensure that the following attachments (if relevant) are provided to this transfer form:**

* Original Ethics Application (i.e. the online submission made to the external ethics committee)
* Ethics Committee Approval Letter
* Study Protocol
* Participant Information and Consent Forms
* Advertising Materials
* Invitation Letter
* Questionnaire/Survey materials
* Focus Group protocol
* Amendment applications submitted (including any updated public documentation which was submitted with the amendment)
* Amendment approval letters
* Any further public documentation submitted with the original ethics application