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| CHANGE OF INVESTIGATOR CHECKLIST |
| * *Notification is required for the following investigator role changes:*
	+ *Coordinating Principal Investigator (CPI)*
	+ *Principal Investigator (PI)*
	+ *Associate Investigator (AI) – PETER MAC SITE ONLY*
* *All investigators involved in clinical research at Peter Mac must complete mandatory training. Consult:* [*New Governance Application - Investigator Training Requirements*](https://www.petermac.org/research/research-support-services/ethics-and-governance/new-governance-application)
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| **FOR EACH INVESTIGATOR CHANGE PROVIDE FOLLOWING DETAILS** |
| Role:  |
| Title: |
| First Name: |
| Surname: |
| Site: |
| If temporary change, indicate period of absence: |
| CV (current within 2 years) |
| GCP (current within 3 years) |
| **WILL THE CHANGE IMPACT ON ANY DOCUMENTS?** |
| [ ] Yes[ ] No  |
| If YES, please attach updated documents (clean & tracked if Protocol/PICF etc.) | [ ] HREC Indemnity[ ] Standard Indemnity[ ] CTN[ ] CTRA (PETER MAC SITE ONLY)[ ] Protocol[ ] PICF[ ]  Other |
| **CPI DECLARATION - REQUIRED IF PETER MAC IS REVIEWING HREC**Investigator to email the declaration to ethics@petermac.org (Peter Mac number must be included in the subject line) |
| **Declaration by Coordinating Principal Investigator**I certify that:* All information in this application and supporting documentation is correct and as complete as possible;
* I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines;
* I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies;
* All relevant financial and non-financial interests of the project team have been disclosed; and
* In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student’s educational program.

**Name:**  **Signed:****Date:** |
| **PI DECLARATION - REQUIRED FOR PETER MAC SITE PI ONLY**Investigator to email the declaration to ethics@petermac.org (Peter Mac number must be included in the subject line) |
| **Declaration by Principal Investigator**I certify that:* The information in this form is truthful and accurate to the best of my knowledge and belief, and I take full responsibility at this site.
* I will only start this research project after obtaining authorisation from the site and approval from the responsible Human Research Ethics Committee (HREC).
* I accept responsibility for the conduct of this research project according to the principles of the *National Statement on Ethical Conduct in Research* (NHMRC, 2023).
* I undertake to conduct this research project in accordance with the protocols and procedures as approved by the HREC and the ethical and research arrangements of the organisation(s) involved.
* I undertake to conduct this research in accordance with relevant legislation and regulations.
* I agree to comply with the requirements of adverse or unexpected event reporting as stipulated by the HREC and in accordance with *Safety Monitoring and Reporting in Clinical Trials Involving Therapeutic Goods* (NHMRC, 2016).
* I will adhere to the conditions of approval stipulated by the HREC and will cooperate with HREC monitoring requirements.
* I will inform the HREC and the research governance officer if the research project ceases before the expected date.
* I will discontinue the research if the HREC withdraws ethical approval.
* I will adhere to the conditions of authorisation stipulated by the authorising authority at the site where I am Principal Investigator.
* I will discontinue the research if the authorising authority withdraws authorisation at the site where I am Principal Investigator.
* I understand and agree that study files and documents and research records and data may be subject to inspection by the HREC, research governance officer, sponsor or an independent body for audit and monitoring purposes.
* I understand that information relating to this research and about me as a researcher will be held by the HREC, research governance officer, and on Ethical Review Manager (ERM). I understand that this information will be used for reporting purposes and managed according to the principles established in the *Privacy Act 1988* (Cth) and relevant laws in the States and Territories of Australia.

**Name:**  **Signed:****Date:** |
| **AI DECLARATION - REQUIRED FOR PETER MAC SITE AI ONLY**Investigator to email the declaration to ethics@petermac.org (Peter Mac number must be included in the subject line) |
| **Declaration by Associate Investigator**I certify that:* The information in this form is truthful and accurate to the best of my knowledge and belief.
* The research will be conducted in accordance with the *National Statement on Ethical Conduct in Research* (NHMRC, 2023).
* I undertake to conduct this research in accordance with relevant legislation and regulations.
* I undertake to conduct this research project in accordance with the protocols and procedures as approved by the HREC and the ethical and research arrangements of the organisation(s) involved.
* I will adhere to the conditions of approval stipulated by the HREC and will cooperate with HREC monitoring requirements.
* I will only start this research project after obtaining authorisation from the site and approval from the responsible Human Research Ethics Committee (HREC).
* I will discontinue the research if the HREC withdraws ethical approval.
* I will adhere to the conditions of authorisation stipulated by the authorising authority at the site where I am Associate Investigator.
* I will discontinue the research if the authorising authority withdraws authorisation at the site where I am Associate Investigator.
* I understand and agree that study files and documents and research records and data may be subject to inspection by the HREC, research governance officer, sponsor or an independent body for audit and monitoring purposes.
* I understand that information relating to this research and about me as a researcher will be held by the HREC, research governance officer, and on Ethical Review Manager (ERM). I understand that this information will be used for reporting purposes and managed according to the principles established in the *Privacy Act 1988* (Cth) and relevant laws in the States and Territories of Australia.

**Name:**  **Signed:****Date:** |