

Human Ethics Application Form

Instructions

The Monash University Human Research Ethics Committee (MUHREC) ensures that research at Monash University complies with the [National Statement on Ethical Conduct in Human Research 2023](#). For further information about MUHREC including upcoming **meeting dates** [click here](#).

Which form should I use?

Refer to the table below for information on which form to complete and contact the [human ethics office](#) on 99052052 if you are not sure which form to use.

Human Ethics Application Form	Human Ethics Other HREC
- When Monash staff or students are conducting research; OR - When the funds are administered through Monash; OR - When you have approval to access data from a Scientific Research Committee but do not have HREC approval	When Monash staff or students are working on projects that have current approval from another HREC and the project is ongoing at the other institution
When researchers are transferring to Monash and have current approval from another Australian institution	When Monash staff are recruiting hospital patients or staff or accessing hospital data. Approval from the hospital HREC must be obtained first and then the project can be registered with MUHREC using this form.

How to navigate ERM

- Move through the form using the **'Next/Previous'** buttons in the action panel
- The **'Navigate'** button takes you back to the form overview
- The **'Completeness Check'** button will alert you to any mandatory questions you need to complete before you are able to submit the form
- Click the blue **'Info'** icon on the right-hand side for guidance when responding to questions
- Click **'Submit'** to send your application to MUHREC for review - MUHREC cannot see your application until it is submitted
- You will receive an **email receipt** once you have successfully submitted your application

The **Chief Investigator (CI)** listed in **A2** must be the **main Monash Supervisor** of this project. If you have created the form, but are not the CI, your details will be incorrectly listed in Question A2. To proceed, complete the form listing yourself under the appropriate investigator subheading (e.g. student), then **transfer** the project to the CI. Once the CI accepts the transfer, their details will automatically override your details in Question A2. The CI should then **share** the project with you and **submit** the application. Refer to the [Ethics Review Manager \(ERM\) User Guide](#) for instructions on transferring and sharing projects.

Access to Monash ERM is restricted to Monash staff and students. You can add external co-investigators at question A4 but you cannot share the project with them and you will need to send them a PDF of the application instead.

If you cannot see the submit button, check for a **red banner** at the top of this page informing you of a recent update - the CI (project owner) must log in and click on the banner to update the form. If there is no banner, and you are not the CI, click the **'Collaborators'** button to see if you have been granted permission to submit - if you do not have permission, the CI will need to click submit.

Amendment Details

Are you currently submitting an application for a new Project, or an amendment to an approved Project?

- If you are yet to submit this Project application for review, or if you are addressing reviewer comments on an application that has not yet been approved, select New Application and proceed with completing the rest of the application form.
- If the Project has been unlocked for you to make an amendment, select Amendment.
- If you wish to submit an amendment but your Project is locked from editing, click **Unlock for Amendment** in the action panel to unlock the form. For further instructions please refer to the email '*Action Required - Application Unlocked*' sent to you and any other collaborator with full access to this Project. The Unlock for Amendment button will not appear if the Project is currently under review, or if you do not have *Full Access - including ability to submit*.

New Application

Checklist

Select at least one option on this page. Your response determines if your application is low risk, or requires review at a MUHREC meeting.

This project concerns Aboriginal and Torres Strait Islander Peoples, culture and/or knowledge, policies, experience or uses Indigenous specific data

- ☐ Aboriginal and Torres Strait Islander research

And/OR this project aims to specifically recruit from the following participant groups:

- ☐ Women who are pregnant and the human fetus
- ☒ People with severe cognitive impairment, intellectual disability or mental illness, e.g. brain injury, dementia
- ☐ People considered to be a forensic patient, an involuntary patient or a security patient
- ☐ People with impaired capacity for communication
- ☐ Prisoners or people on parole*
- ☐ Children who are in out of home care
- ☐ People highly dependent on medical care including a person who is unconscious*
- ☐ Military personnel and/or veterans*
- ☐ Victoria Police personnel*
- ☐ Patients and/or staff recruited from hospitals or has activities conducted on hospital premises, or data obtained directly from hospitals, that have an ethics committee*

AND / OR this project involves the following procedures:

- ☐ Use of identifiable/coded health information or biospecimens without consent e.g. medical records, data linkage
- ☐ Any physical/psychological/social/economic or legal risks greater than inconvenience or discomfort, in either the short or long term, resulting from participation, or use of data in this project
- ☐ Interventions or therapies e.g. administration of drugs, use of device, clinical or psychological treatments
- ☐ Sensitive/contentious issues e.g. suicide, eating disorders, body image, trauma, violence, abortion
- ☐ Radioactive substances/Ionising radiation e.g. DXA, X-ray
- ☐ Intends to study/expose illegal activity (excluding surveys or observations of public behaviour where personal identifiers are not collected)
- ☐ Genetic testing or analysis of genetic material that has hereditary implications or is predictive of future health of participants or their families
- ☐ Derivation of human embryonic stem cells
- ☐ Assisted reproductive technology
- ☐ Deception of participants, concealment or covert observation

OR this project DOES NOT involve any of the participants or procedures listed above

Selecting this option will uncheck any boxes selected above

- ☐ None of the above

Application Details

Instructions for completing this section

- The Chief Investigator (CI) cannot be a student or non-Monash member.
- All researchers involved in recruiting or observing participants, as well as accessing, collecting, and using human data or biospecimens, should be listed on this page.

MUHREC Human Research Ethics Training (new requirement)

- Starting in January 2024, ALL Monash staff and students involved in human research must complete the 'Human Research Ethics' online training module via MyDevelopment.
 - *This training differs from the 'Ethics and Professional Conduct' course and will not automatically appear in your MyDevelopment.*
- Current Good Clinical Practice (GCP) training offered by Monash Partners or other providers will also be recognised in place of the MUHREC online module. Refer to this [webpage](#) for instructions on accessing the online training or registering your GCP certificate.
- The Chief investigator must ensure that all Monash team members listed on this project have fulfilled this requirement.
- Ethics approval will only be issued if all listed Monash researchers, regardless of their position, seniority or role, have completed the module.

A1 Project Title

Let's Talk About Follow up Action: examining if Human Rights have improved within Mental Health Service delivery since 1992

A2 Chief Investigator (Monash staff or adjunct only, not affiliate)

- In line with [University policy](#) (item 4.7), an adjunct appointee may not as part of their adjunct appointment access the ethics review and approval process for activities that are not being conducted under the auspice of Monash University.
- **For student research projects, the main Monash supervisor should be listed as the Chief Investigator (CI).**
- The information below has been retrieved from the profile of the user creating this application and is not editable. If you are listed here but you are not the CI, you must ensure that you are listed under the appropriate investigator subheading (e.g. student), then transfer the project to the CI. The CI should then share the project with you and submit the application. Refer to the [ERM User Guide](#) for instructions on how to transfer and share a project.

Title	First Name	Surname
Assoc Professor	Melissa	Petrakis
Organisation	Monash University (Staff)	
Department	Social Work	
Faculty	Faculty of Medicine Nursing & Health Sci	
Campus	Monash Caulfield	
Email	Melissa.Petrakis@monash.edu	

A3 Please list who we should contact if there are questions regarding this project

Full Name	Preferred phone number
Melissa Petrakis	0438784596

Other Investigators

- If Monash staff or students do not appear in the search field, they will need to log into ERM once in order to activate their profile. You will then be able to add them and share or transfer applications to them.
- Monash investigator details cannot be edited - the information is retrieved from the Monash University Identity Management System.

A4 Other investigators involved in this research include:

- | | |
|--|--|
| ☐ Co-investigator | ☐ Student |
| ☐ Project Coordinator | ☒ External (Non-Monash) Investigator |
| ☐ Research Assistant | ☐ None |

Please list the external (Non-Monash) investigators involved.

You cannot search the Monash directory for non-Monash investigators or share the project with them as access to ERM is restricted to Monash staff and students. You need to enter the details below manually.

Title	First Name	Surname
Mr	Douglas	Holmes
Organisation	SUPER CRO	
Email	pm@supercro.com	

Please list the external (Non-Monash) investigators involved.

You cannot search the Monash directory for non-Monash investigators or share the project with them as access to ERM is restricted to Monash staff and students. You need to enter the details below manually.

Title	First Name	Surname
Ms	Lynda	Hennessy
Organisation	SUPER CRO	
Email	chairperson@supercro.com	

A5 Briefly outline the experience and qualifications of the research team that are necessary for the conduct of this research.

Maximum of 1500 characters including spaces.

Associate Professor Petrakis brings co-design, data collection, data analysis and writing for publication skills. Douglas Holmes and Lynda Hennessy bring expertise in service user co-design, recruitment, data collection and analysis, project management and content knowledge, industry links and dissemination networks. It should be noted that SUPER CRO is a not-for-profit community service user run organisation. SUPER CRO approached Monash for assistance with ethical governance and knowledge of research steps. Associate Professor Petrakis has a decade long working association with Douglas Holmes through both working over more than a decade to support the planning and running of the annual Mental Health Services Conference (TheMHS) in Australia and New Zealand.

Background and Aims

A6 In plain language, provide a succinct description of the background and the potential significance of the research project.

- Maximum of 2000 characters, including spaces.
- Do not include citations and explain all abbreviations and avoid using complex technical terms.

The study will replicate the Plant & Hardy report, facilitated by the National Community Advisory Group on Mental Health. This report examined how recommendations from the Report of The Inquiry into the Human Rights of People with Mental Illness undertaken by HREOC in 1992 were implemented Allison, 2006). Consequently, the study will use mixed-methods, an approach researchers Williams et al. (2020) reported the use of both Action Research and Grounded Theory using quantitative and qualitative data “in a health research study has the potential to harness unique strengths and mitigate limitations of each approach”. The increase of mixed-method research in healthcare has occurred at a time of international complexity in mental health care delivery.

A7 Clearly state the aims and/or hypotheses of the research project.

- Maximum of 2000 characters, including spaces.
- Do not include citations and explain all abbreviations and avoid using complex technical terms.

The aim of this study is to bring a group of stakeholders together to codesign data collection an approach to see whether Human Rights have improved within Mental Health Service delivery and policy development across Australia since 1992. This research will examine that many issues identified in the Let’s Talk About Action report (Plant & Hardy, 1994), despite the Australian Commonwealth Government launching the National Mental Health Strategy in 1992 (Whiteford et al., 2002), are still needing to be addressed today. The motivation for this study comes as a result of the external partner investigator receiving a mental health diagnosis in 1992 and then gaining work as an advocate within the Mental Health System since 1996. Finally, the Let’s Talk About Action report identified issues including accommodation, education, work and income, leisure and sport, stigma, discrimination, family, and other relationships.

Research Scope

A8 This research involves:

Tick all that apply. Please refer to the blue 'Info' icon for information about existing data.

- ☒ Prospective recruitment or observation of human participants
- ☐ Use of existing data or use of existing biospecimens

A8(i) The project also involves:

Tick all that apply.

- ☐ Clinical Trial*
- ☐ Genetic testing or analysis of genetic material that has hereditary implications or is predictive of future health of participants or their families
- ☐ Administration of ionising radiation - e.g. X-ray, DEXA scan

** A clinical trial is defined in the National Clinical Trials Governance Framework as 'any research that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes'. (see the blue info button for examples)*

Benefits and Risks

A9 Please outline the benefits to participants and to the community as a result of this research being conducted.

- *Payment or reimbursement of participants should not be listed as a benefit.*

The anticipated benefits are for people formerly treated for and now in recovery/recovered from mental distress to inform system redesign, thereby increasing their sense of being heard, empowerment, that their opinions and experiences matter, and that they can improve the experiences for others through their insider perspective and knowledge. This has been requested by the Royal Commission into Victoria's Mental Health System (2019-2020, report 2021) and the Productivity Commission report from the same period. Consumer voice, views and expertise will benefit the community by enabling better designed services.

Risks

A11 Outline any potential risks, in either the short or long term, of participation in this project.

E.g. physical, psychological, social, economic or legal risks to participants greater than inconvenience or discomfort.

An OHS risk assessment may also be required to identify any potential OHS risks to the research team. This must be completed in [SARAH](#) in accordance with the [OHS Risk Management Procedure](#). OHS risk assessments do not need to be provided as part of this application unless requested by the Office of Research Ethics & Integrity. Please discuss OHS risk management requirements with your Supervisor or contact [OH&S](#) if you have any questions.

There is a small and manageable risk that reflecting on past experiences - even from many years ago - from during a time of ill health will give rise to emotional discomfort for participants. This will actively managed through the approach to recruitment, consent, creating safe spaces, support people available and active warm referral to relevant services should that be required.

A12 Are all these risks outlined on the Explanatory Statement and, where relevant, on the Consent Form?

- ☒ Yes
- ☐ No

A13 Is an appropriate list of counselling services included in the Explanatory Statement?

- ☒ Yes
- ☐ No

A14 Outline the arrangements planned to minimise the risks involved in these procedures.

As above, this will be managed through approach to recruitment, consent, creating safe spaces, support people available and active warm referral to relevant services should that be required.

Risk Management

A15 What will you do in cases where serious events or emergencies occur as a result of participation in this project and what facilities are available to deal with such incidents?

The CIs have active links with clinical and community services. These colleagues will be notified of the project dates around data collection. They will be able to mobilise additional supports for participants should this be required, should there be any distress caused to a participant through participation (though it is not anticipated as likely, since researchers involved have run similar events and forums over many years).

A17 Is this research project likely to reveal information relating to child sexual abuse that must be disclosed to police?

- ☐ Yes
- ☒ No

Project Details

A18 Is this project related to other Monash University human ethics applications?

- ☐ Yes
- ☒ No

A19 Will this project be submitted to other Human Research Ethics Committees (HRECs)?

Stop completing this form if:

- This project is specifically focused on patients and/or staff recruited from hospitals or has activities conducted on hospital premises (e.g. CT scan), or data obtained directly from hospitals, that have an ethics committee. These health services often do NOT accept the ethical review of the University HREC, so you should submit an application to them instead and then register the project with MUHREC.
- If the research has already been approved by another HREC, please stop completing this form and register the project with MUHREC using the "Other HREC" registration form.

NOTE for Research in Indonesia: All foreign researchers doing research activities in Indonesia must obtain an official permit from the Indonesian authority in advance. Also, note that MUHREC ethics approval is not sufficient and researchers are also required to obtain local ethics approval before they start recruitment and data collection in Indonesia. Instructions and access to the online platform are available at this [link](#).

- ☐ Yes
- ☒ No

Type of Research

A20 This research is a:

- ☒ Staff project
- ☐ Student project
- ☐ Unit project

A21 Type of Research - 2

- ☒ Action Research
- ☐ Epidemiological
- ☐ Public Health and Safety
- ☐ Case study
- ☒ Oral history / Biographical
- ☐ Clinical Trial/use of drug or device
- ☐ Clinical Research
- ☐ Medical Research
- ☐ Quantitative
- ☒ Qualitative
- ☒ Social Science
- ☐ Other

Other Organisations

A22 Does your research involve recruiting participants or obtaining data from organisations other than Monash University?

- ☐ Yes
- ☒ No

Financial Details

A23 Do any of the investigators have a personal or financial interest in a) the outcome of this research, b) any of the organisations involved with the research, or c) any of the organisations funding this project?

- ☐ Yes
- ☒ No

A24 Has external funding been obtained for this project?

- ☐ Yes
- ☒ No

Participant Groups

B1 Describe who the participants in each group are and where they will be recruited from.

For projects involving participants in other countries, please ensure that you are aware of any requirements for review by local ethics committees and obtain the appropriate permissions prior to commencing recruitment / data collection.

Participant group	Recruited from	No. of participants
People who in the past have utilised mental health services and their family members	peak bodies and consumer and carer networks across Australia	100

To add another group, click the "Add Another" button below.

B1 Describe who the participants in each group are and where they will be recruited from.

For projects involving participants in other countries, please ensure that you are aware of any requirements for review by local ethics committees and obtain the appropriate permissions prior to commencing recruitment / data collection.

Participant group	Recruited from	No. of participants
community/service providers	National Mental Health Consumer and Carer Forum (NMHCCF)	100

To add another group, click the "Add Another" button below.

B2 Are any participants under 18 years of age?

A Working with Children Check is now required whether contact with children is supervised or not. Click the blue 'Info' icon on the right for further details.

- ☐ Yes
- ☒ No

Participant Details

B5 Is there a pre-existing (unequal) relationship between anyone involved in recruiting and/or collecting data and anyone from any of the participant groups?

E.g. teachers/students, health care providers/patients.

- ☐ Yes
- ☒ No

B6 Does this research involve people in countries other than Australia?

- ☐ Yes
- ☒ No

B7 Do any of the participant groups listed in B1 have any cultural sensitivities that need to be considered in the design of this research?

- ☐ Yes
- ☒ No

B8 Do you have any criteria for exclusion from any of the participant groups listed in B1?

- ☐ Yes
- ☒ No

Recruitment Methods

B9 Indicate which method(s) you will use to recruit participants for this research:

- ☐ Email
- ☐ Personal contacts
- ☒ Advertisement
- ☐ Participants from previous study
- ☐ Participants will be observed without their knowledge and will not be actively recruited
- ☐ Mail out
- ☒ Snowballing (participants passing the research invite to others)
- ☐ Telephone
- ☐ Participants approached in person
- ☐ Other (e.g. social media, using research panel companies)

Advertisement: Please clarify how and where you will advertise the research.

The research will be advertised through newsletters and email bulletins by state consumer and carer peak bodies, the external CI advocates (SUPERCRO) and the NMHCCF.

For each method selected above, please clarify how you will recruit the participants.

Participants will be invited to email or phone the study coordinator to register to participate.
The advertisement will contain a link to the survey.

Please upload copies of the documents or information you will use for recruitment or advertisement (e.g email invite, flyers, social media posts, emails to personal contacts, phone script etc...).

Please refer to the Monash Advertisement [template](#) and modify it to suit your project.

Documents					
Type	Document Name	File Name	Version Date	Version	Size
Supporting Documentation	Invitation to participate in research project Lets talk about action_final	Invitation to participate in research project Lets talk about action_final.docx	17/02/2025	2	15.2 KB

Inviting Participants

B11 For each group listed in B1, please explain who will send the invitation to potential participants, how they will be invited and when they will be given the Explanatory Statement.

Participant group	Invite details
Members of the National Mental Health Consumer Alliance or Mental Health Carers Australia.	Recruitment via national peak bodies processes to advise members of an opportunity to participate - the explanatory statement made available upon clicking the link to potentially consider participating in the research.

Reimbursement of Participants

B12 Will you be offering payment or any other incentives to any of the participants?

For more information, refer to the NHMRC advice on [payment of participants in research](#).

- ☒ Yes
- ☐ No

Please explain how much, what form the incentive will take and justify why this will not be an inducement.

Maximum 2000 characters, including spaces.

Payment (for time) in the form of a voucher that operates as cash equivalent - these will be purchased for the project through either a retail chain or Australia Post - will be provided.
Participation Renumeration Rates for the Lived and Living Experience Registers:
<https://www.tandemcarers.org.au/common/Uploaded%20files/Public%20Documents/Participant%20Register/Tandem-VMIAC%20Register%20Payment%20Scale%202022.pdf>
This is not an inducement, it is payment for time and expertise to contribute to a co-design half-day meeting online. It is based on how long it will take.
This is not a consultation activity, nor a consumer/carer involvement level activity, but rather a 'Collaborate' (co-design) activity. The rate for \$218 + GST Half day rate (1 to 4 hours).

Explanatory Statement

B13 Will you use a written Explanatory Statement to inform the participants about this project?

Please refer to the Monash Explanatory Statement [template](#) and modify it to suit your project.

- ☒ Yes
- ☐ No

Please upload a copy of the Explanatory Statement(s). If you have multiple documents for different groups of participants, please clearly label each Explanatory Statement for ease of reference. To upload more than one document, click the "Upload Document".

Documents					
Type	Document Name	File Name	Version Date	Version	Size
Explanatory Statement	Let's Talk About Action_ explanatory-statement_v3	Let's Talk About Action_ explanatory-statement_v3.docx	17/02/2025	3	70.1 KB

Limited Disclosure or Deception

B14 Will all participants in this research be fully informed about the true nature of the research?

- ☒ Yes
- ☐ No

Consent Process

B15 Please clarify how you will obtain informed consent from participants?

Please refer to the Monash Consent Form [template](#) and modify it to suit your project.

- | | |
|---|--|
| ☒ Implied consent | ☐ Consent form |
| ☐ Verbal consent | ☐ Waiver of consent |
| ☐ Opt-Out approach | ☐ Other |

Capacity to Consent

B16 Are all the participants in this project able to consent for themselves?

- ☒ Yes
- ☐ No

Data Collection

C1 This research will include the following data collection methods:

- | | |
|---|---|
| ☐ a) Questionnaires / Surveys | ☐ b) Interviews |
| ☐ c) Photography / videography | ☒ d) Focus groups |
| ☐ e) Observations | ☐ f) Psychological inventories |
| ☐ g) Responses to tasks or stimuli | ☐ h) Collection of biospecimens |
| ☐ i) Administration of radiation | ☐ j) Administration of a substance / use of a device |
| ☐ k) Other | |

Data Collection Details

C1d Please provide details about the focus groups, (e.g. will this include audio or video recording?) Please ensure that you provide a list of topics or questions, either in the text field or as an attachment below.

An audio recording will be recorded for transcription and later data analysis.

Please upload a copy of the focus group questions or topics if you have not included these in the text field above.

Participant Groups and Data Collection Methods

C4 Please list in the table below which of the method(s) indicated in C1 will be used for each group of participants listed at question B1.

Participant group (as listed in B1)	Relevant data collection method(s)
Members of the newly formed National Mental Health Consumer Alliance and Mental Health Carers Australia	focus group

To add another group of participants, click the "Add Another" button.

Research Procedures

C5 Please provide details about what you are asking participants to do or what is to be done to them.

Include a step-by-step description of what participants will experience if they choose to take part in this project.

Participants will be asked to attend a scoping workshop to codesign an approach to see whether Human Rights have improved within Mental Health Service delivery and policy development across Australia since 1992. Codesign is an approach familiar to people being recruited and is informed by the 'Co-design toolkit' available through the NSW Government: <https://aci.health.nsw.gov.au/projects/co-design#:~:text=Co%2Ddesign%20is%20a%20way,services%20use%20co%2Ddesign%20practices>.

C6 How much time are you asking of participants and when will the time be required?

E.g. 30 min after class. Please include this information for each group of participants listed in B1 or for each different data collection method that will be used.

Attendance at an initial scoping workshop (approximately 4 hours).

C7 Where will the data be collected and by whom?

E.g. Public library by the student researcher, University meeting room by the Chief Investigator.

online meeting with audio recording, facilitated by the external partner investigators.

Privacy and confidentiality

H1 The research involves:

- ☒ Identifiable personal information (e.g. consent forms with names etc..)
- ☐ Re-identifiable / CODED personal information
- ☐ Observation of participants
- ☐ None of the above

H2 Will the personal information or observations be used without the consent or knowledge of the individuals?

- ☐ Yes
- ☒ No

Data access and security

I1 Describe the security arrangements for the storage of the data. Include details of where the data will be stored, how long it will be stored for and who will have access to the information?

- Ensure that the information noted here is consistent with the information included in the explanatory statement at question B13.
- In general, the minimum period for retention of research data is **5 years** from the last publication date. More information is available at this [link](#).

Password protected online database at Monash University. Transcription will be conducted in-house at Monash University by the CI A/Prof Melissa Petrakis.

I2 Will a non-Monash third party have access to the data during this research?

E.g. using online survey tools such as Survey Monkey, translators or external data transcription or analysis/processing.

Platforms such as Qualtrics, Google and Zoom where Monash University has signed an agreement/contract with them are not considered as a 3rd party.

- ☒ Yes
- ☐ No

Please explain how the participants are informed about this and how you will ensure that their privacy is protected during the data transfer process to the third party.

The names of the external expert CIs is explicit in this application and on the Explanatory Statement, this is a SUPER CRO/Monash University partnership. There will be no third party transcription. Data will be collected and held by the 2 SUPER CRO researchers and Associate Professor Petrakis. It will then be compiled by Associate Professor Petrakis.

I3 Will the RAW DATA be made accessible in a data repository, registry or open source platform?

- Raw data refers to primary or unprocessed data. It does not include data that has been published.
- If Yes, please ensure that this is noted in the explanatory statement uploaded at question B13.

- ☐ Yes
- ☒ No

Please explain why data will not be shared.

As noted in the [National Statement](#), section 3.1.49 - In the absence of justifiable ethical reasons (such as respect for cultural ownership or unmanageable risks to the privacy of research participants) and to promote access to the benefits of research, researchers should collect and store data or information generated by research projects in such a way that they can be used in future research projects. Where a researcher believes there are valid reasons for not making data or information accessible, this must be justified.

Confidentiality and context - people who in the past have utilised mental health services and their family members are sensitive to audience so that their words are respected and understood. This data will be held within and used within this research study only.

I4 Are the data access and security arrangements detailed in the Explanatory Statement and Consent Form?

- ☒ Yes
- ☐ No

I5 How will the hard copy and digital data be disposed of if it is no longer required?

- Please ensure that your response refers to both hard copy and electronic data collected for this research.
- Note that data uploaded to some platforms (e.g. [LabArchives](#)) cannot be deleted permanently. Please check the guidelines and ensure the information on participant-facing documents and the ethics application form are correct.

These will be held electronically for 7 years, following preparation of reports/papers, then deleted.

Research outcomes

J1 Please indicate the format(s) in which the research will be published and/or communicated to participants or organisations.

- | | |
|---|--|
| ☐ Thesis | ☒ Journal article |
| ☐ Book / Book chapter | ☒ Conference |
| ☐ Dataset | ☐ Report to participants |
| ☐ Report to organisation | ☒ Report to community or group |
| ☐ Other | ☐ Not Applicable |

J2 Please describe how participants and organisations will be able to access the results.

Ensure that the information noted here is consistent with the information included in the explanatory statement at question B13.

A report back to people who in the past have utilised mental health services and their family members will occur with a summary to the state peak bodies supporting recruitment.

J3 In what format will others be provided with the results?

- ☒ In totally deidentified summary form, in which no individual can be identified.
- ☐ In deidentified summary form, but in a manner which may allow some individuals to be identified.
- ☐ In identified form, or in a manner which may allow some participants to be identified.
- ☐ Other

Documents

K1 Please attach other relevant supporting documents e.g. permission letters, appendix, task instructions etc.

K2 For projects from the School of Public Health

Please upload a copy of the protocol with this application. Please note that any amendments to this protocol should include the new version numbers and should be submitted using track changes.

Declarations

Signatures are not required. By submitting this form, you make the following declaration. You may delegate authority to submit applications, amendments and reports to other investigators listed on this project by 'sharing' the project with them. As CI, you will retain ultimate responsibility for the project including the content of all submissions.

☒ By submitting this project, I/We, declare that I/We:

1. Accept responsibility for the ethical conduct of the research detailed above in accordance with the principles outlined in the [National Statement](#) and the [Australian Code for the Responsible Conduct of Research](#).
2. Undertake to conduct this research project in accordance with the protocols and procedures outlined in this proposal as approved by MUHREC.
3. Will inform MUHREC of any proposed changes to the approved protocol by submitting an amendment prior to implementing the changes.
4. Will submit an annual report on the anniversary of approval and a final report when the research is completed.
5. Have read and agree to comply with the [Monash Research Data Management Policy](#) and have a plan for managing and/or sharing Research Data securely.
6. Understand and agree that study files and documents and research records and data may be subject to inspection by MUHREC, research governance officer, the sponsor or an independent body for audit and monitoring purposes.