

1.6.5 Requesting changes to project

9 November 2010

«Title» «Given_name» «Surname»
«Department_Name»
«Daddress_1»
«Daddress_2»
«Daddress_3» «Dpost»

Dear «Given_name»

RE: Project No «Project_number» «Project_name»

Following consideration of your ethics project application, I wish to advise that your proposal will be referred to the main Committee for final consideration on **22nd October 2009**. Consideration at the meeting will be subject to the following amendments being made to your application.

1.

These requirements are to be addressed and your response to the points above submitted to me **by no later than 4pm on Wednesday, 14th October 2009** to enable inclusion on the agenda for the main meeting. **Please do not resubmit a full application, only your responses to the points made.**

Response cover letter: In your written response, please repeat my questions above and follow each one with your answer (in another style, such as *italics*).

If the **Participant Information and Consent Form** is to be altered, could you please provide **one copy** of the amended statement with all changes ***underlined*** and any deleted text ***struck through***.

Could you also please provide **one amended** copy of the Participant Information and Consent Form without the underlining and striking through, with each page numbered and dated.

In addition, could you please email the cover letter and revised pages *only* of your application to research@alfred.org.au with the project number in the subject field.

I will advise you of the outcome of your project application following the meeting.

Should you have any queries in respect of this matter, you may contact me on telephone **s 47F** or via email.

Yours sincerely

s 47F
s 47F, Alfred Research & Ethics Unit

For **s 47F**
s 47F, Alfred Research & Ethics Unit