

Access management

Adding and removing researchers

This guideline provides advice on how to request changes to research personnel on approved third party projects. Researchers must be aware of the conditions in their NCIS access agreement when making changes to researchers on their project. Additional users may incur an increase in fees.

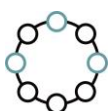
Principal researchers or contact persons must notify the NCIS Unit of all changes to researcher personnel including:

Action	Type	Request method	Submission dates
Changing Principal researcher	Core project	JHREC amendment form	Refer to closing dates
Adding new researchers	Administrative	JHREC amendment form	Submit at any time
Changing nominated NCIS users	Administrative	Email to NCIS Unit	Submit at any time
Removing researchers	Administrative	JHREC amendment form	Submit at any time

Core project amendments involve proposed changes relating to how the project is conducted or how the research is carried out, and may have ethical, privacy or security implications. Core project amendments also include changes to the Principal researcher. Core project changes must be ethically approved before the researchers can commence them.

Administrative amendments involve changes that relate to minor administration and general staffing changes. These changes do not materially impact on how the project is conducted or how the research is carried out. Administrative changes are actioned by the NCIS Unit as soon as the amendment is considered final by the NCIS Unit. Amendments are sent to ethical committees for noting (or consideration if part of a larger amendment).

It is recommended that core amendments and administrative amendments be submitted separately on two different forms. This will allow for administrative amendments such as adding/removing researchers to be actioned without waiting for the full Justice Human Research Ethics Committee (JHREC) consideration required for core amendments.



Changing Principal researcher

A change in the principal researcher may be required if the currently named person has left the organisation or duties have changed.

To change a Principal researcher:

1. Download the [Justice Human Research Ethics Committee](#) amendment form
2. Refer to the [NCIS website](#) for closing and meeting dates
 - o Amendment requests must be received by the NCIS Unit by the closing date to be considered in the next application round
3. Submit the completed form to the [NCIS Unit](#) with the project's NCIS reference number in the subject line.

The NCIS Unit reviews amendment applications and may seek additional information if required. Finalised applications are submitted to the JHREC by the NCIS Unit on behalf of the third party researcher.

Principal researcher changes are only be implemented once the JHREC has approved the amendment request.

Adding new researchers

New researchers may be added to approved third party projects throughout the project's lifecycle. New researchers include those who are working on the project with or without direct NCIS access.

To add a researcher to an approved third party project:

1. Download the [Justice Human Research Ethics Committee](#) amendment form
2. Ensure the contact details and relevant qualifications of all new researchers are included on the form. It is also important to note on the form whether the new researcher/s require **direct NCIS access**.
3. Submit the completed form to the [NCIS Unit](#) with the project's NCIS reference number in the subject line.

The NCIS Unit reviews and actions amendment and will forward the amendment to the JHREC for noting on behalf of the third party researcher.

The Principal researcher will be advised that the change has been implemented. Accounts for new researchers with direct access will be established.

Changing nominated NCIS users

Approved third party researchers may change which researchers have direct NCIS access during the project. If the researcher who requires direct access is already named on the project, the change can be facilitated without an amendment form.

To change nominated NCIS users:

1. Email the [NCIS Unit](#) with the details of the nominated NCIS users changes, including:
 - NCIS project reference number
 - Name(s) of the researcher who needs direct NCIS access
 - Name(s) of the researcher who's direct NCIS access will be deactivated.
2. The NCIS Unit will review the request and advise of an outcome.

The NCIS Unit reviews and actions the requested changes.

The Principal researcher will be advised that the change has been implemented. Accounts for new researchers with direct access will be established and accounts deactivated for researchers who no longer require direct access.

Removing researchers

Researchers may be removed to approved third party projects throughout the project's lifecycle. Existing researchers includes those who are working on the project with or without direct NCIS access.

To remove a researcher to an approved third party project:

1. Download the [Justice Human Research Ethics Committee](#) amendment form
2. Submit the completed form to the [NCIS Unit](#) with the project's NCIS reference number in the subject line.

The NCIS Unit will review, action the amendment and forward the amendment to the JHREC for noting. The Principal researcher will be advised that the change has been implemented. User accounts for researchers with direct access will be deactivated.