

# Access management

## Submitting amendments for approved projects

This guide provides advice to approved NCIS third party researchers when proposing amendments to existing projects.

There are two categories of amendments: administrative and core project changes.

Some proposed project changes may require full ethical approval by the Justice Human Research Ethics Committee (JHREC) (Australian data) or New Zealand Chief Coroner (New Zealand data) approval before they can be implemented. The steps required for amendments may also depend on which jurisdictional data is accessed for the project.

**All amendments must be submitted to the NCIS Unit in the first instance for review**

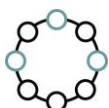
### PROJECTS ACCESSING AUSTRALIAN DATA

#### ADMINISTRATIVE CHANGES

Administrative changes include:

- adding or removing researchers (not including principal researcher)
- extending project completion date

The NCIS Unit reviews proposed administrative amendments and may provide feedback or seek further information. Administrative changes are actioned by the NCIS Unit after the amendment is finalised and signed by the NCIS Unit. Administrative amendments are submitted to the JHREC for noting only by the NCIS Unit on the researcher's behalf.



### Projects accessing Western Australian data

Administrative amendments to project accessing or seeking to add Western Australian data require submission to the Western Australian Coronial Ethics Committee (WACEC) following JHREC approval. The NCIS Unit facilitates this process.

### CORE PROJECT CHANGES

Core project changes include:

- expanding the scope of research
- adding or defining a sub-study within the existing scope of the project
- changes to how data is stored, accessed or transferred
- changing the nominated principal researcher
- adding new research methods, questions or aims to the project

The NCIS Unit reviews proposed core project amendments and may provide feedback or seek further information. These amendments are then considered by the NCIS Research Committee (NRC).

NRC approved amendments are submitted by the researchers to the JHREC for consideration. Additional steps are required for projects accessing Victorian, Tasmanian and Western Australian data (see below for more details).

Proposed core project changes must be approved by the NRC and the JHREC before researchers can implement them. The NCIS Unit provides advice of the next steps following approval being received.



### Projects accessing Victorian data

Proposed core project amendments to projects accessing or seeking to add to Victorian data require an amendment to also be submitted to the Coroners Court of Victoria Research Committee (CCoV RC) for endorsement.

**This step must occur before the amendment can be submitted to the JHREC.**

It is the researcher's responsibility to submit the amendment to the CCoV RC following NCIS Unit advice.

### Projects accessing Tasmanian data

Proposed core project amendments to project accessing or seeking to add Tasmanian data require consideration by the Tasmanian Coroners Court for endorsement. The NCIS Unit submits proposed amendments to the Tasmanian Coroners Court on the researcher's behalf.

**This step must occur before the amendment can be submitted to the JHREC.**

### Projects accessing Western Australian data

Proposed core project amendments to projects accessing or seeking to add Western Australian require submission to the Western Australian Coronial Ethics Committee (WACEC). The NCIS Unit submits proposed amendments to the WACEC on the researcher's behalf only following JHREC approval.

## PROJECTS ACCESSING NEW ZEALAND DATA

All proposed amendments to projects accessing or seeking access to New Zealand must be submitted to the NCIS Unit for review. The NCIS Unit may request further information if required.

Administrative amendments are actioned by the NCIS Unit when the amendment is finalised and signed by the NCIS Unit.

Core project amendments require approval by the New Zealand Chief Coroner before researchers can implement the changes. The NCIS Unit submits proposed amendment applications to the New Zealand Chief Coroner on behalf of researchers.