Head of Department Declaration

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| **Project Title** |  |
| **HREC Reference Number** |  |
| **Principal Investigator** |  |
| **Instructions for completing this form:*** *A Line Manager should be the person to whom the Principal Investigator usually reports e.g. Head of Department or Executive Director. Further information is available on the* [*REG Website*](https://www.rch.org.au/ethics/researcher-resources/Governance_and_regulatory_documents/)*.*
* *Where an investigator is also Head of Department, certification must be sought from the person to whom the Head of Department is responsible as Investigators must not approve their own research on behalf of their Department.*
* *The Human Research Ethics Application (HREA) form should contain a Head of Department sign off, please use this form as an alternate if needed.*
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| **Declaration by Head of Department:** |
| * I certify that I have read the research project application named above.
* I certify that I have discussed this research project and the resource implications for this Department, with the Principal Investigator.
* I certify that all researchers/students from my Department involved in the research project have the skills, training and experience necessary to undertake their role.
* I certify that there are suitable and adequate facilities and resources for the research project to be conducted at this site.
* I provide assurances that the documented pre-submission (peer) review of this project has:
* Been conducted by a person with appropriate expertise and that
* The Peer Review comments have been addressed.
* I undertake that I will be a contact point for the escalation of any issues that cannot be resolved with the Principal Investigator, and will oversee the appropriate resolution of the issues, such as audit findings, HREC concerns and complaints.
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| **Name:** |  |
| **Position:** |  |
| **Department/Group:** |  |
| **Signature:** |  |
| **Date:** |  |