[Date]

[Name of chief investigator]

[Address]

Dear [Chief Investigator],

**Re: [Study approval number // Study Title]**

Thank you for your letter dated [Insert date] enclosing the following documentation for review:

| Document name | Version Number | Version Date |
|---|---|---|
| | | |
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| | | |
| | | |

The Family Planning Australia Ethics Committee (HREC) reviewed this study in accordance with the National Health and Medical Research Council's National Statement on Ethical Conduct in Human Research (2023) on [insert date]. Thank you for addressing all changes requested by the committee.

I wish to advise that the Family Planning Australia Ethics Committee has **approved** this project and that the application meets the requirements of the National Statement subject to the conditions outlined on page 2.

Please quote reference number **R20**-**** in all future correspondence to the Ethics Committee.

| | |
|---|---|
| **Date of meeting project was first considered:** | |
| **Date of project approval:** | |
| **Expiry of approval:** | |

**CONDITIONS APPLYING:**

- [Include additional conditions here]
- Family Planning Australia Ethics Committee requires applicants to provide a report at least annually, and at completion of the study.

**YOUR FIRST REPORT IS DUE BY: _____**

The annual report template is available here: FPNSW Annual Report Template

- The Family Planning Australia Ethics Committee may monitor approved projects in terms of compliance with the Family Planning Australia Ethics Committee's ethical approval. In doing so, the Family Planning Australia Ethics Committee may request and discuss information on any relevant aspects of the project with the investigators at any time.

- The Family Planning Australia Ethics Committee will, as a condition of approval of each project, require that investigators immediately report anything which might warrant review of ethical approval of the project, including:
    - proposed changes in the research protocol or conduct;
    - unforeseen events that might affect continued ethical acceptability of the project;
    - serious or unexpected adverse events; and
    - if the project is abandoned for any reason.

- Data pertaining to research projects shall be held for sufficient time to allow for future reference. The minimum period of retention for non-clinical research is at least 5 years after the date of publication, completion of the research, or termination of the study. For clinical research, 15 years shall apply.

**Retention periods shall comply with NSW Government record keeping guidelines:**

*Part 1: The General retention and disposal authority: higher & further education and research*

Should you require further information please contact [name of EEO], Ethics Executive Officer, on (02) 8752 4355 or via ethics@fpnsw.org.au.

Yours sincerely,

[Signature of Chair]

[Name of Chair]
Chairperson
Family Planning Australia Ethics Committee

This Ethics Committee is duly constituted, operates, complies with and is conducted according to the National Health and Medical Research Council's (NH&MRC) 'National Statement on Ethical Conduct in Human Research (2023)'.