

Purpose

To describe the evidence required for proof of investigator qualifications in submissions to Bellberry Human Research Ethics Committees.

Definitions

HREC: Human Research Ethics Committee

Guidance

Principal Investigators submitting to Bellberry HRECs must provide the following:

- A copy of the current full (updated to include activities within the last two years) Curriculum Vitae (CV), to include the following requirements and dates where applicable:
 - work history
 - postgraduate training
 - professional college affiliations
 - list of publications
 - research history, expertise, and experience including that relevant to the current application over the last two years
 - evidence of any specific training and current certification in research methods, clinical trials (where relevant) and ethical conduct, including GCP training.
 - the date the CV was last edited in the footer or elsewhere on the document (e.g., document title ProfBenSmithCVMarch20).

If the PI has previously submitted a CV to Bellberry that was updated within the past two years, there is no need to attach one to new applications.

The following documents are not required to be stated in the PI's CV or provided but may be requested during site monitoring/desktop auditing:

- proof of professional medical registration (if applicable)
- current copy of professional indemnity

Sub-Investigators:

- Sub-Investigators must be included on the initial application form.
- The HREC must be notified of all changes to Sub-Investigators during the study.
- A CV of a Sub-Investigator will be requested by the HREC, if the Sub-Investigator has key responsibilities in the research. This is determined on a case-by-case basis.

Further information may be requested by the HREC to ensure appropriate supervision and competence levels are adequate (see References Australian Code).

Bellberry HRECs do not currently accept the TransCelerate abbreviated CVs as they do not fulfil all the requirements listed above.

Personal Information provided in the submitted documentation will be handled according to the Bellberry Privacy Policy.

References

[National Statement on Ethical Conduct in Human Research \(2025\)](#)

[NHMRC Research Governance Handbook](#)

[The Australian Code for the Responsible Conduct of Research \(2018\)](#)

CG P11 Privacy Policy