

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 their current full (updated within the last 12 months) 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
 - evidence of any specific training and current certification in research methods, clinical trials (where relevant) and ethical conduct.
 - the date the CV was last edited in the footer or elsewhere on the document (e.g., document title ProfBenSmithCVMarch20).

If the PI has provided a CV within the last 12 months for any application to Bellberry, there is no need to attach it to new applications until the year is over.

The following documents may be requested during site monitoring/desktop auditing:

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

Co-investigators:

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

Further information may be requested by the Committee 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 \(2023\)](#)

[NHMRC Research Governance Handbook](#)

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

BP010 Privacy Policy