

Monash University Human Research Ethics Committee
Approval Certificate

This is to certify that the project below was considered by the Monash University Human Research Ethics Committee. The Committee was satisfied that the proposal meets the requirements of the *National Statement on Ethical Conduct in Human Research* and has granted approval.

Project Number: 11095
Project Title: Evaluating the Therapist-assisted Online Parenting Strategies (TOPS)
Chief Investigator: Dr Marie Yap
Expiry Date: 18/12/2022

Terms of approval - failure to comply with the terms below is in breach of your approval and the *Australian Code for the Responsible Conduct of Research*.

1. The Chief Investigator is responsible for ensuring that permission letters are obtained, if relevant, before any data collection can occur at the specified organisation.
2. Approval is only valid whilst you hold a position at Monash University.
3. It is responsibility of the Chief Investigator to ensure that all investigators are aware of the terms of approval and to ensure the project is conducted as approved by MUHREC.
4. You should notify MUHREC immediately of any serious or unexpected adverse effects on participants or unforeseen events affecting the ethical acceptability of the project.
5. The Explanatory Statement must be on Monash letterhead and the Monash University complaints clause must include your project number.
6. Amendments to approved projects including changes to personnel must not commence without written approval from MUHREC.
7. Annual Report - continued approval of this project is dependent on the submission of an Annual Report.
8. Final Report - should be provided at the conclusion of the project. MUHREC should be notified if the project is discontinued before the expected completion date.
9. Monitoring - project may be subject to an audit or any other form of monitoring by MUHREC at any time.
10. Retention and storage of data - The Chief Investigator is responsible for the storage and retention of the original data pertaining to the project for a minimum period of five years.

Thank you for your assistance.

Professor Nip Thomson

Chair, MUHREC

CC: Dr Bei Bei, Dr Glenn Melvin, Dr Michelle Blumfield, Miss Sarah Khor, Catherine Fulgoni, Dr Anthony Jorm

List of approved documents:

Document Type	File Name	Date	Version
Psychological inventories	CGAS tool	30/09/2017	1.1
Supporting Documentation	Risk-Management-Work-Sheet TOPS 15.10.2017	15/10/2017	1.1
Consent Form	Youth Registration and Consent Form 1.2	22/10/2017	1.2
Psychological inventories	Consensus Sleep Diary-Core	23/10/2017	1.1
Explanatory Statement	TOPS Youth explanatory statement 1.4	24/10/2017	1.4
Explanatory Statement	TOPS Youth explanatory statement age 18 yr older 1.4	24/10/2017	1.4
Psychological inventories	TOPS Open Access survey package PARENT_1.5	25/10/2017	1.5
Psychological inventories	TOPS Open Access survey package CHILD_1.5	25/10/2017	1.5
Supporting Documentation	SOP Participant risk from violence management Final	25/10/2017	1.2
Supporting Documentation	SOP deteriorating mental health self harm or suicide risk teen Final	25/10/2017	1.2
Supporting Documentation	SOP Parent at risk of deteriorating mental health or suicide Final	25/10/2017	1.2
Supporting Documentation	Data Management and Recording	25/10/2017	1.1
Questionnaires / Surveys	Refer to Inventories	25/10/2017	1.0
Consent Form	Parent Registration and Consent Form 1.4	27/11/2017	1.4

Supporting Documentation	Project ID 11095 Evaluating TOPS feedback for the Ethics Committee	28/11/2017	1.0
Supporting Documentation	TOPS generic updated 28.11.2017	28/11/2017	1.3
Explanatory Statement	TOPS Parent explanatory statement 1.5	29/11/2017	1.5