**Research Governance  
Information disposal acknowledgement form**

This form is used to inform the School Curriculum and Standards Authority (the Authority) that the applicant has disposed of the information received by the Authority. Please complete all fields and submit this form to the Authority at the completion of the research project. All relevant supplementary documentation must be provided to the Authority electronically.

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| 1. **Research project information** | |
| Research project title (full): | |
| Research project title (short): | |
| Principal Researcher: | |
| Contact person: | Position: |
| Email: | Phone: |
| HREC clearance document reference and expiry date (if applicable): | |
| Start date (dd/mm/yy): | End date (dd/mm/yy): |

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| 1. **Disposal** |
| 2.1 Please list the information you have received from the Authority and the format in which the information was received: |
| 2.2 Outline how you have disposed of the information received from the Authority: |
| 2.3 Are you currently holding any information from the Authority that you have not disposed of? Explain why. |
| 2.4 Through the progress of this research project, have any issues arisen that have warranted a restriction, alteration or rescindment of your original request? |
| 2.5 Did you dispose of the information in accordance with the procedures outlined in the disposal plan that was approved by the Authority? If not, please explain why. |

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| 1. **Declarations** | |
| **I declare that:**   * the information provided in this document is true and accurate * the information acquired from the Authority for the purposes of the research project have been disposed of in accordance with the Authority’s guidelines. | |
| **Principal Researcher:** | |
| Signature: | Date (dd/mm/yy): |
| **Researcher:** | |
| Signature: | Date (dd/mm/yy): |
| **Researcher:** | |
| Signature: | Date (dd/mm/yy): |

Copy and paste more rows as necessary for additional research personnel involved with the project.