



**Proposal to Undertake Research or  
Undergraduate Teaching which Involves  
the use of Ionising or non Ionising  
Radiation**

**Instructions to Principal Investigators OR Subject Coordinator**

The use of ionising radiation is governed by the Radiation Control Act (NSW) 1990 and its Regulations. The acquisition of radioactive material or irradiating apparatus must also be approved by the Charles Sturt University Radiation Safety Committee (RSC) before the material or apparatus is brought into the University or used by University staff / students

**The Proposal Form**

It is important that the Principal Investigator OR Subject Coordinator provide sufficient detail in Sections 4 to 7 to allow assessment and to prevent undue delays. This form must be signed by the Principal Investigator or Subject Coordinator and Supervisor for students undertaking research before submission to the Radiation Safety Committee.

**Submission of Proposals**

- (i) Research Proposal A proposal must be submitted to the RSC **before** work commences. Where the work is carried out in more than one organisation, the RSC or Radiation Safety Officer of the other organisation must be informed.
- (ii) Undergraduate teaching: One application per subject per session should be submitted detailing all practices used.

The RSC will check the information provided regarding the proposed material / apparatus, the physical facilities to be used and the details of the members of the project team. It will then make its assessment of the proposal with regard to the proposed level of radiation safety, and the adequacy of the experience of the members of the team for carrying out the proposed work. See [http://www.csu.edu.au/acad\\_sec/committees/radiation/docs/rscmtsched.doc](http://www.csu.edu.au/acad_sec/committees/radiation/docs/rscmtsched.doc) for RSC agenda closing dates.

**Approval of Proposals and Commencement of Work**

Work assessed by the Principal Investigator or Subject Coordinator may commence after a proposal has been assessed and approved by the RSC. Approval will be notified in writing, quoting an approval number. Work must be conducted only in approved laboratories or in an area or manner approved by the RSC.

**Work must not commence without the specific approval of the RSC.**

NB. Receipt of approval by the RSC does not exempt the radiation licence holder(s) from having to complete the *Application to Purchase / Acquire Radioactive Substances and Notice of Disposal* or the *Application to Purchase / Acquire Irradiating Apparatus* forms prior to commencement of the research.

**Conduct of Work**

The Principal Investigator OR Subject Coordinator and supervisor for students undertaking research must ensure that any recommendations of the RSC are met during the course of the work.

If work is expected to extend beyond the dates proposed on the initial RSC application, an extension must be sought from the RSC before the approved date expires; RSC form 17 at the following web address:

[http://www.csu.edu.au/acad\\_sec/committees/radiation/rsc\\_forms\\_resources.htm](http://www.csu.edu.au/acad_sec/committees/radiation/rsc_forms_resources.htm)

**Completion of Work**

- (i) Research Proposal      The Principal Investigator must ensure that a report is submitted to the RSC on completion of the research or annually if the work extends past 12 months. The report(s) must address any deviations from the original proposals, radiation incidents and any unexpected events (RSC form 17)
- (ii) Undergraduate Teaching      A final report is not required. Subject Coordinators are reminded that any accident or incident must be reported to the RSC: Form RSC 8 at the following web address:  
[http://www.csu.edu.au/acad\\_sec/committees/radiation/rsc\\_forms\\_resources.htm](http://www.csu.edu.au/acad_sec/committees/radiation/rsc_forms_resources.htm)

Applications should be submitted either:  
by mail to:

The Executive Officer  
Radiation Safety Committee  
CHARLES STURT UNIVERSITY  
Office of Academic Governance  
Private Mail Bag 29  
BATHURST NSW 2795

OR

by email to:      [radiationsafety@csu.edu.au](mailto:radiationsafety@csu.edu.au)

NOTE – IF YOU ARE GOING TO EMAIL YOUR APPLICATION FORM TO THE EXECUTIVE OFFICER, PLEASE ENSURE THAT YOU FAX THE SIGNATURE PAGE AND REQUESTED DOCUMENTATION TO 02 6338 4194 AND CLEARLY INDICATE ON THE FAX COVER SHEET WHICH APPLICATION THE INFORMATION RELATES TO.



**Proposal Form to Undertake Research or Undergraduate Teaching which Involves the Use of Ionising or non Ionising Radiation**

*Note: Before completing this form please read the instructions in the Guidelines. ALL INFORMATION SHOULD BE TYPED OR PRINTED IN BLACK INK.*

<b>1</b>	<b>Name and full professional address of Principal Investigator(s) OR Subject Coordinator submitting proposal:</b>	
		<b>TEL:</b> <b>FAX:</b> <b>EMAIL:</b>
		<b>TEL:</b> <b>FAX:</b> <b>EMAIL:</b> (add more if necessary)

<b>2</b>	<b>Name(s) of Co-Investigators responsible for the project. Please give their professional addresses if different from that above:</b>

<b>3</b>	<b>Is the proposed research a subject related requirement?:</b>	<b>YES / NO</b>
	If yes, provide details:	
	Subject name:	
	Subject code:	
	The academic supervisor of the project:	

<b>4</b>	<b>Title of Project</b>

**5 Describe the aim of the work**

**6 Details the main experimental procedures of the work:**

**7 Details of ionising radiation to be used::**

**8 Give a brief description of how radioactive material will be used (including all safety considerations), stored and disposed of:**

**9 Where will this work be conducted? Give building and room number::**

**10 What type of facility will be used?**

**Does this facility meet appropriate standards and regulations?**

**11 Do you have approval to use this facility?**

YES [ ] NO [ ]

(Attach written confirmation if not located at professional place of work)

**12 Proposed date of commencement of work OR Semester undergraduate teaching to take place :****Likely duration of work:**

- 13** (i) **Research Proposal:** For each person working on the project, provide details including their name, qualifications, radiation licence number, radiation licence conditions, other relevant experience and role in the project team. If individual members of the research team do not have an appropriate radiation licence, a general exemption must be granted for each. A copy of each general exemption must be attached. This includes any research assistants or students involved in this research. Clearly identify the person(s) with the appropriate supervisors condition on their licence to supervise those issued a general exemption.
- (ii) **Undergraduate Teaching:** For each staff member involved in the teaching, provide details, including title, name, radiation licence number and teaching role. A copy of the current licence that grants the exemption for each class and a copy of each general exemption must be attached.

**14 Signature(s)**

**(i) Research proposal:**

Signature of Principal Investigator(s) submitting this proposal:

*Date / /*

*Date / /*

*Date / /*

Signature of Co-Investigator(s) submitting this proposal

*Date / /*

*Date / /*

*Date / /*

*Date / /*

Signature of Charles Sturt University Supervisor (subject related only):

*Date / /*

Signature of External Supervisor (subject related only):

*Date / /*

*Date / /*

Signature of Licensed Supervisor (only if general exemptions granted):

*Date / /*

**(ii) Undergraduate Teaching:**

Signature of Subject Coordinator:

*Date / /*

Signature of Licensed Supervisor (only if general exemptions granted):

*Date / /*

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