

Apply to be Exempt from Ethical Review

If your project meets the following criteria as stated at 5.1.22 of the National Statement (NS)¹, it may be possible to apply for an exemption from ethical review:

- The proposed project is of negligible risk (NS 2.1.17 – ‘Where there is no foreseeable risk of harm or discomfort; and any foreseeable risk is no more than inconvenience.’).
- Involves the use of existing collections of data or records that contain only non-identifiable data about human beings.

Example:

You would like to conduct a retrospective analysis of existing patient data, pre- and post intervention, and you don't need any personal identifiers (e.g. name, DOB, MRN, etc) to conduct your analysis. There is a data custodian, who is not on the research team who will extract and de-identify the data from the existing patient database, then pass it on to you to conduct the analysis. This proposal would qualify for an exemption from ethical review.

PROCEDURE

1. If you believe your research qualifies for an exemption of ethical review, please complete the form *Protocol Outline to apply for an Exemption from Ethical Review*² (Protocol Outline)
2. Email your completed *Protocol Outline* to the Research Office at research@sah.org.au
3. Upon receipt of your submission, the Research Office will conduct an internal review of the proposal.
4. Should the project comply with above criteria, we will recommend to the HREC Chairperson to exempt the project from ethical review.
5. A letter confirming that your project was exempt from ethical review will be issued by the Research Office to the investigator upon receipt of confirmation by the HREC Chairperson. This letter can be forwarded to journals and conference organisers as proof of ethical consideration.

¹National Health and Medical Research Council (NHMRC). (2018). National Statement on Ethical Conduct in Human Research (2007) - Updated 2018. Retrieved from NHMRC.gov.au: <https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018>

² Available on the Sydney Adventist Hospital website at: <https://www.sah.org.au/research>