Apply for ethical review of a low-negligible or greater than low risk study

INSTRUCTIONS

Send **one email** to the Research Office containing all documents to start the ethical reviewing process.

We will conduct an office internal review and a risk assessment to determine the most appropriate reviewing pathway for your proposal. We may request additional information if required.

Refer to our website for HREC submission deadlines.

Case studies and exemptions from ethical review don’t follow this process. Please refer to the respective GUIDES on our website.

REQUIRED DOCUMENTS

[ ]  **PROTOCOL**

Submit your research outline on the AHCL HREC protocol template which is the only template the AHCL HREC accepts for review. Any sections that are irrelevant to your project’s design may be crossed out. The template can be downloaded from the Research Office website.

[ ]  **HUMAN RESEARCH ETHICS APPLICATION**

This form can be completed online <https://hrea.gov.au/>. Download the ZIP or PDF file once completed and attach it to your submission email.

[ ]  **CURRICULUM VITAES (CV)**

All researchers contributing to the project need to submit **signed and dated** CVs (max 3 pages) for an assessment of adequate clinical and/or research skills.

[ ]  **PARTICIPANT INFORMATION & CONSENT FORM (PICF)**

[Consent](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__251) is one of the most important considerations in modern era research and research participation needs to be the result of an informed decision made by participants.

*For prospective studies*

Submit a PICF either on the AHCL HREC template (for download on the website) or alternatively use one of the [NHMRC PICF](https://www.nhmrc.gov.au/research-policy/ethics/ethical-issues-and-resources) templates (at the bottom of that webpage).

*For retrospective studies*

If participants have already consented to their data being used for research, the HREC will need to review the consenting process. Submit any information that showcases the process you have applied, for example a copy of the medical intake form that also seeks consent for research,

If the HREC regards the existing consent as inadequate for the proposed project, you may need to re-consent participants or apply for a Waiver of Consent1.