APPLICATION PROCEDURES FOR MINIMAL RISK ETHICS APPLICATIONS

It is a requirement of Charles Sturt University, like all other Australian universities and research organisations, that all research that involves human participants must be conducted in accordance with the National Statement on the Ethical Conduct in Human Research.

ETHICAL REVIEW PROCESS

The National Statement on Ethical Conduct on Human Research authorises institutions to establish processes dealing with research considered to be minimal risk and to decide whether to exempt certain negligible risk research from review. The ethical review processes developed by CSU are explained in this flow chart. Ethical Review Process

CSU applies a two-tiered system of review to all applications for research involving human participants. These guidelines have been developed in accordance with the guidelines set out in the National Health and Medical Research Council’s publication The National Statement on Ethical Conduct in Human Research. The sections most relevant to the guidelines are Section 2 “Themes in Research Ethics: Risk and Benefit, Consent” and Section 5 “Process of Research Governance and Ethical Review”, refer to the following subsections:

- Low Risk (Section 2)
- Institutional Responsibilities (5.1)
- Responsibilities (5.2)

Section 5.1 specifically allows for review at the School level for research that is deemed ‘low risk’ research.

The two-tiered structure provides a review process for ‘low risk’ research at the School level monitored by the Human Research Ethics Committee, this is known as the second tier of review.

Review of research that is considered more than ‘low risk’ is by the Human Research Ethics Committee, which is known as the first tier of review.

This process reflects the possible risks to research participants and researchers. Risk can be defined as ‘the chance of something happening that will have an impact on the achievement of desired outcomes or objectives’ (Dr R Pope, CSU 2007) or as cited in the National Statement on Ethical Conduct in Research Involving Humans Chapter 2.1: Risk and Benefit ‘a potential for harm, discomfort or inconvenience that involves; the likelihood that harm, or discomfort or inconvenience will occur; and the severity of the harm, including its consequences’.
Submission – first decide which Committee

Determine whether your research project is deemed low risk, as this will determine which Committee reviews your application.

To determine if your research is low risk, complete the Minimal Risk Review Form (Form 2) all questions are to be answered.

For further information refer to the NHMRC website for low risk guidelines.

Low Risk Research

If after completing the form you determine your research is low risk; complete the National Ethics Application Form (NEAF) and submit together with the Minimal Risk Review Form (Form 2) to the School Ethics Committee for review.

The Secretary
School of Psychology Ethics Committee
Charles Sturt University
Panorama Avenue
Bathurst, NSW 2795
Ph: 02 6338 4580
Fax: 02 6338 44401
Email: psychethics@csu.edu.au

Please include any consent forms and information sheets with your application- see below. The page that includes the Chief Investigator’s signature and, if applicable supervisor’s signature should be emailed, faxed or mailed to the above address, if an electronic signature is not included. The School will arrange for this page to be signed on receipt. Your application may be emailed, faxed, or mailed to the committee. If you post your application you are required to submit three complete copies.

Other Research (not deemed low risk)

If after completing the Minimal Risk Review Form (Form 2) you determine your research is not low risk you should complete the National Ethics Application Form (NEAF) and submit for review by the Human Research Ethics Committee ethics@csu.edu.au

All Research

The NEAF must be completed by all researchers applying for ethics clearance regardless of the level of review. Please note: The first time you access NEAF you will need to register as a user. If you do not receive an email within 24 hours with confirmation of your registration and your password please contact NEAF Assist on 1800 500 983 or neafassist@nhmrc.gov.au
Applications are to be submitted electronically, with no more than 3 attachments to the appropriate Committee;

**Low risk research** – to the School of Psychology Ethics Committee along with your Minimal Risk Review Form 2

**Other research (not low risk)** – to the University’s Human Research Ethics Committee

Signed signatory pages must also be included in the application. These may be scanned and emailed separately or faxed to the appropriate Committee.

**Information Sheets and Consent Forms**

Information sheets and consent forms should NOT be printed on letterhead until the application has been approved. Once approval has been gained, email these documents to Jo Matheson (email address jomatheson@csu.edu.au) who will print them on letterhead, and return them to you for signatures. Student researchers please note that your supervisor must sign these documents before they can be used in your research.

**Online surveys**

In the case of online surveys, where there is no printed information sheet, you should make it clear that the study is being conducted by researchers from Charles Sturt University, preferably in the first sentence of the information statement. Please note, if the study is anonymous, it should be made clear in the information statement that withdrawal from the study is not possible once the data has been submitted.

**More Information**

You can access the Ethics website for the latest forms and information on procedures. [http://www.csu.edu.au/research/ethics_safety/human](http://www.csu.edu.au/research/ethics_safety/human)

Research must not commence until the appropriate Committee has granted written approval. Please note that retrospective approval for research projects cannot be given.

Applications will be included in the University's Register of Human Research. Any information of a commercial/patentable or confidential nature should be forwarded separately and marked "Confidential".

**Use the current form**- Make sure you are submitting the current application forms, as older versions will not be accepted.

**Report on research projects**

- Report on research project

The University's Human Research Ethics Committee and all CSU School Committees, grant approval for a 12 month period from the original date of approval. It is a condition of approval that researchers complete a report annually to comply with monitoring requirements of the National Health and Medical Research Council.
Completion report

- Completion report

The University's Human Research Ethics Committee and all CSU School Committees, grant approval for a 12 month period from the original date of approval. It is a condition of approval that researchers complete a report at the conclusion of their research to comply with monitoring requirements of the National Health and Medical Research Council.

Variation to research project (amendments)

- Variation to research project (amendments)

If after an ethics application that has been approved necessitates an alteration to the research project you must submit a Report on Research Project detailing the changes made and any supporting documentation to the appropriate ethics Committee.

Extension to research report

- Extension to research project

If a researcher requires their approval to conduct research to remain active after the set expiry date a request for an extension is to be submitted with the appropriate documentation detailing the reason to the appropriate Ethics Committee.

February 2014