

ADVICE TO AMS UNIT COORDINATORS, PROJECT SUPERVISORS AND STUDENTS

Human Ethics Approval

- ❑ Be aware of the meeting schedules for the ethics committee that applies to you/your (host) institution. Usually, a deadline is noted for items to be submitted for consideration.
- ❑ Students and Project Supervisors should allow a minimum of 2-3 months between submitting a project for ethics approval and getting final approval. Ethics approval should have been received by October/November.
- ❑ DO NOT START WORKING ON DATA COLLECTION UNTIL THE PROJECT IS APPROVED BY THE RELEVANT ETHICS COMMITTEE. However, other background work may commence: for example, the literature review.
- ❑ The Project Supervisor should be noted as the Principal Investigator and take ultimate responsibility for getting ethics approval. Ideally, students will be involved in the process, including helping to fill in the application and write the plain language statement and other supportive documents.
- ❑ If the student's project requires ethics approval, the Project Supervisor and Student will be placed on an ethics email list, to monitor the progress of the application process. You will receive regular queries from us regarding the progress of your ethics application. Both will be removed from this list only when the AMS Office has been notified of ethics approval.
- ❑

Useful Websites

Melbourne Research and Innovation Office

Human Research Ethics homepage:

<http://www.research.unimelb.edu.au/humanethics/>

Who Does NOT Need Ethics Approval:

<http://www.research.unimelb.edu.au/humanethics/policy/doc/Policy%20Exempt%20from%20HREC%20review.doc>

Application Approval Process:

<http://www.research.unimelb.edu.au/humanethics/processes/>

Participant Consent: guidelines:

<http://www.research.unimelb.edu.au/humanethics/processes/applicprocedure/consent/>

(HREC) Meeting Schedule (2007):

<http://www.research.unimelb.edu.au/humanethics/processes/dates/>

Human Research Ethics Contact Details:

<http://www.research.unimelb.edu.au/humanethics/policy/contact/>

Useful external sites list:

<http://www.research.unimelb.edu.au/humanethics/external/>

Once Approval Has Been Granted:

<http://www.research.unimelb.edu.au/humanethics/approve/index.html>

Please refer to the flip side of this page for a mapping out of the ethics approval process.

No

No further action required

If your research involves:

- Any invasive procedure
- Interviewing patients
- Questionnaires
- Reviewing patient records
- Body tissue

Then it most likely will require ethics approval
See:
<http://www.research.unimelb.edu.au/humanethics/policy/doc/Policy%20Exempt%20from%20HREC%20review.doc>

NOT SURE

Does your project require Human Ethics Approval?

YES

Which ethics committee?

Institution where project is located

If your research site is located outside of The University of Melbourne, find out that site's procedure

Not Sure

The University of Melbourne accepts other institutions' approval, so you do not need to apply for both. Apply to the University of Melbourne if you are NOT located at another institution.

University of Melbourne Ethics Committees

Is it eligible for expedited review?

To find out:
<http://www.research.unimelb.edu.au/humanethics/processes/applicform/doc/Expedited%20Review%20Checklist.doc>
If your Department does not have a Departmental Human Ethics Advisory Group (DHEAG), you cannot apply for expedited review.

YES

Submit expedited form to your DHEAG if there is one.

FINAL APPROVAL COMES FROM DHEAG.

No

If your DHEAG exists, submit full application. After DHEAG approves, submit application to one of the three University Human Research Ethics Committee (HREC) sub-committees. See website:
<http://www.research.unimelb.edu.au/humanethics/policy/committees/>

If your DHEAG does NOT exist, submit full application to one of the three University Human Research Ethics Committee (HREC) sub-committees. See website:
<http://www.research.unimelb.edu.au/humanethics/policy/committees/>