

# LOW RISK SINGLE-SITE APPLICATION GUIDE

## **DEFINITION OF LOW RISK RESEARCH**

Where the only foreseeable risk is one of discomfort. Research in which the risk for participants is more serious than discomfort is not low risk.

Before you begin your application, please review the [National Statement on Ethical Conduct in Human Research](#) and the [Australian Code for the Responsible Conduct of Research](#).

## **1. GENERATE A BARWON HEALTH REFERENCE NUMBER**

Generate a reference number via the [Barwon Health Research Reference Number Generator](#) (please open with Google Chrome). *\*Please note: All projects must have a Barwon Health representative\**

## **2. PREPARE MANDATORY APPLICATION DOCUMENTS (THESE DOCUMENTS MUST BE SUBMITTED)**

- [HREA – complete via ERM](#) (required to be signed by the principal investigator, research team)
- [Study Protocol](#)
- [Research Data Management Plan Checklist](#) (see [Guidelines on Research Data and Records Management Policy](#))
- Curriculum Vitae of all members of the research team

## **3. PREPARE SUPPLEMENTARY DOCUMENTS (IF REQUIRED)**

- [LNR SSA Form – complete via ERM](#) (please [click here](#) to confirm requirements – required to be signed by the principal investigator, research team, and department head)
- [Declaration by Head of Department](#) (only applicable if LNR SSA Form is not required)
- [PICF](#) or [Waiver of Consent](#) (please complete the [Waiver of Consent Checklist](#) to confirm requirements)
- [Research Governance Cover Letter](#) (if the project has funding – see [Fees webpage](#) to confirm requirements)
- [Mental Health Drug and Alcohol Services Module](#)
- [Authorship Record Form Template](#) (see [Guidelines on Collaborative Research and Authorship](#))
- Supporting Documents (surveys, questionnaires, etc.)

## **4. SUBMIT YOUR APPLICATION**

- Please refer to our [document naming guidelines](#) before submitting your application
- Submit your complete application (containing all supporting documents and signatures) via Ethics Review Manager (ERM)

## **5. REVIEW OF YOUR APPLICATION**

Once your application has been received, it will be scheduled for review by the Human Research Ethics Committee (HREC).

*\*[Click here](#) to view the meeting and submission close dates for the HREC\**

If you require assistance, please contact the Research Ethics, Governance & Integrity (REGI) Unit by emailing [regi@barwonhealth.org.au](mailto:regi@barwonhealth.org.au).