

NEGLIGIBLE RISK/QA MULTI-SITE GOVERNANCE SUBMISSION GUIDE

DEFINITION OF NEGLIGIBLE RISK RESEARCH

Where there is no foreseeable risk of harm or discomfort; and any foreseeable risk is no more than inconvenience. Where the risk even if unlikely, is more than inconvenience, the research is not negligible 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 LOCAL 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. DOCUMENTS THAT **MUST BE SUBMITTED AS PART OF YOUR APPLICATION**

- HREC Approval Letter
- All documents listed within the HREC Approval Letter
- [HREA – complete via ERM](#) (required to be signed by the principal investigator, research team)
- [Declaration by Head of Department](#)
- Curriculum Vitae of all local members of the research team

3. DOCUMENTS THAT **MAY BE REQUIRED AS PART OF YOUR APPLICATION**

- HREC Approval of Amendment Letter(s) (if any) and all documents listed within the HREC Approval of Amendment Letter(s)
- [LNR SSA Form – complete via ERM](#) (required to be signed by the principal investigator, research team, and department head)
- [Research Governance Cover Letter](#) (if the project has funding – see [Fees webpage](#) to confirm requirements)
- Agreements/Insurance Certificate/Indemnity

4. SUBMITTING YOUR APPLICATION

- Please refer to our [document naming guidelines](#) before submitting your application
- Submit your complete application (containing all supporting documents and signatures) via Online Forms e-submissions (*please note that there is currently **no automatic notification from Online Forms** regarding researcher document submissions*)

5. REVIEW OF YOUR APPLICATION

Your application will be reviewed in office by the Research Governance Officer.

If you have any queries or require some assistance, please contact the Research Ethics, Governance & Integrity (REGI) Unit by emailing regi@barwonhealth.org.au