

NEGLIGIBLE RISK/QA SINGLE-SITE APPLICATION 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 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**

- [Application for Exemption of Ethics Committee Review](#) (required to be signed by the principal investigator, department head, and executive *at the discretion of the department head*)
- [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. DOCUMENTS THAT **MAY BE REQUIRED AS PART OF YOUR APPLICATION**

- [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)
- [Authorship Record Form Template](#) (see [Guidelines on Collaborative Research and Authorship](#))
- Supporting Documents (surveys, questionnaires, etc.)

4. SUBMITTING YOUR APPLICATION

- Please refer to our [document naming guidelines](#) before submitting your application
- Send your complete application electronically to regi@barwonhealth.org.au

5. REVIEW OF YOUR APPLICATION

Upon submission of your application, an out of session review will be organised

Please note: Negligible risk projects do not require Committee review and can be submitted at any time

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