

NEGLIGIBLE RISK/EXEMPT FROM COMMITTEE REVIEW 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. INTERNAL APPLICANTS - OBTAIN REFERENCE NUMBER

Apply for a reference number via the Improvement Activity Support icon on Barwon Health Apps by [clicking here](#). This system generates an e-mail to the applicant to advise on the reference number. Please cite this number on all correspondence and documentation.

1. EXTERNAL APPLICANTS - OBTAIN REFERENCE NUMBER

Request a reference number by sending an email to regi@barwonhealth.org.au. All projects must have a Barwon Health representative. Please cite the reference number on all correspondence and documentation.

2. DOCUMENTS TO BE SUBMITTED AS PART OF YOUR APPLICATION

- [Application for Exemption of Ethical Review](#) (required to be signed by the principal investigator, research team, department head, and executive *at the discretion of department head*)
- Curriculum Vitae of all members of the research team
- [Study Protocol](#)
- [Waiver of Consent](#) (if applicable)
- Supporting Documents (surveys, questionnaires, etc.)

3. SUBMITTING YOUR APPLICATION

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

4. REVIEW OF YOUR APPLICATION

Once your application has been received, it will be reviewed in office ****Negligible risk projects do not require Committee review****

IF YOU HAVE ANY QUERIES OR REQUIRE SOME ASSISTANCE, PLEASE DO NOT HESITATE TO CONTACT THE RESEARCH ETHICS, GOVERNANCE & INTEGRITY (REGI) UNIT ON (03) 4215 3371 or EMAIL regi@barwonhealth.org.au