

GREATER THAN LOW RISK MULTI-SITE GOVERNANCE SUBMISSION GUIDE

DEFINITION OF GREATER THAN LOW RISK RESEARCH

Research in which the level of risk is more serious than discomfort (i.e. harm). Harm includes physical, psychological, devaluation of personal worth, social, economic and legal harm.

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)
- [SSA – complete via ERM](#) (required to be signed by the principal investigator, research team, department head)
- [Victorian Specific Module](#)
- Curriculum Vitae of all local members of the research team
- Research Agreement

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)
- [Research Governance Cover Letter](#) (if the project has funding – see [Fees webpage](#) to confirm requirements)
- [HREC Radiation Notification Letter](#) (if the project involves radiation that is *standard of care*)
- Medical Physicist's Report (if the project involves radiation that is *in addition to standard of care*)
- 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