

# LOW RISK MULTI-SITE GOVERNANCE SUBMISSION 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 LOCAL BARWON HEALTH REFERENCE NUMBER**

Generate a reference number via the [Barwon Health Research Reference Number Generator](#).

*\*Please note: All projects must have a Barwon Health representative\**

## **2. PREPARE MANDATORY APPLICATION DOCUMENTS**

- HREC Approval Letter
- All documents listed within the HREC Approval Letter
- [SSA – complete via ERM](#) (required to be signed by the principal investigator, associate investigators, department head)
- Curriculum Vitae of all local members of the research team

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

- HREC Approval of Amendment Letter(s) (if any) and all documents listed within the HREC Approval of Amendment Letter(s)
- [Fee Payment Form](#) (if the project has funding – see [Fees webpage](#) to confirm requirements)
- Agreements/Insurance Certificate/Indemnity

## **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) by clicking the 'Submit' button

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

Once submitted, your application will be reviewed in office. Feedback and approval letters will be provided within ERM.

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