

LOW RISK SINGLE-SITE APPLICATION 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 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

- [HREA – complete via ERM](#) (required to be signed by the principal investigator, associate investigators)
- [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. PREPARE SUPPLEMENTARY DOCUMENTS (IF REQUIRED)

- [SSA – complete via ERM](#) (please [click here](#) to confirm requirements – required to be signed by the principal investigator, associate investigators, and department head)
- [Declaration by Head of Department](#) (only applicable if SSA is not required)
- [PICF](#) or [Waiver of Consent](#) (please complete the [Waiver of Consent Checklist](#) to confirm requirements)
- [Fee Payment Form](#) (if the project has funding – see [Fees webpage](#) to confirm requirements)
- [Mental Health Drug and Alcohol Services Module](#)
- [Authorship Record Form Template](#) (see [Guidelines on Collaborative Research and Authorship](#))
- Supporting Documents (surveys, questionnaires, etc.)

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 your application has been received, it will be scheduled for review by the Human Research Ethics Committee (HREC). Feedback and approval letters will be provided within ERM.

[Click here](#) to view the meeting and submission close dates for the HREC

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