Ethics Application Checklist

- Low risk applications are for studies where there is low to negligible risk to the participant
- Greater than low risk ethics (also known as high-risk ethics) are for studies that either:
  - I. involve sensitive participants (i.e., children, pregnant or cognitive impaired participants etc.)
  - II. put the participants well-being at risk (testing a new intervention).

Low Risk Ethics	High Risk Ethics
Reviews all year	Limited number of reviews per annum
Can be submitted at any time	Strict deadlines for submission (dates set by governance body)
Submitted via email or governance portal	Pre-review submission via email or governance body (adheres to pre-review deadlines)
	Submitted through the appropriate ethics reviewing manager portal (i.e., universities via NHRMC, health clinics via ERM)
Submit application form available from governance body	Submit project description
Submit Plain Language Statement – PLS or Participant Information and Consent Form – PICF	Submit Plain Language Statement – PLS or Participant Information and Consent Form – PICF
	Letter of support from supporting external partners (i.e., for additional services involved)
	Approval from departments involved
	Approval of resources declaration form
	Victorian Specific Module - VSM (for ERM applications)

Other types of ethics applications

- Previously approved ethics applications
  For ethics applications that have been approved by another governance body. This does not undergo a review process resulting in an expedited process.
- Multi-site ethics (project deployed at more than one site)
  One main application is submitted to the preferred governance body, then 'site specific applications' or 'organizational applications' are submitted to participating organizations.