Guide to completing CDU-HREC online application forms (standard and reciprocal)
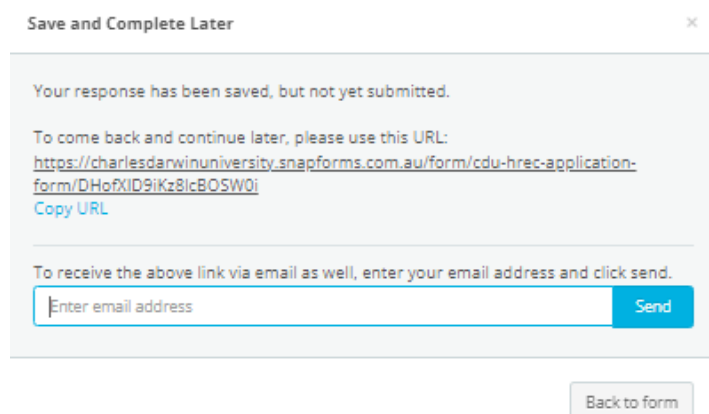
Please read these instructions carefully to avoid unnecessary delays.

Completing the application form

1. The form should be completed and signed by the Principal Investigator (PI)
2. Please also see the sample form, which will show you the questions to be considered prior to completing the form.
3. Where the form is being completed by two investigators (i.e., HDR student and Supervisor/PI), please use the "save and complete later" button:

This will generate a unique link to your application which can be shared with others, for their input:

4. Complete all relevant questions. Depending on certain responses, further information may be requested by additional questions.
5. Please ensure that the correct email addresses are added for the PI and the Authorising Officer Declaration (section 16).These are important for workflows prior to ethics receiving your submission:

Section 16: Authorising Officer Declaration

This authorisation is to be completed by the Faculty Dean, or a duly appointed agent, where the research is to be based. Where the appropriate authorising officer is also a member of the research team this authorisation should be completed by the relevant Pro-Vice-Chancellor or University Secretary.

Please provide the email address of the Authorising Officer. A workflow link will be sent directly to the recipient to complete this section when you hit 'submit'.

(**NB**: Please note, that you must '**submit**' the form, for it to be sent to Authorising Officer. The form will <u>not</u> be submitted to CDU ethics at this stage).

Project Title (authorising officer) *

Authorising Officer Email *

6. Attach any relevant documentation. Click on the 'browse' button to add files from your computer.:

ATTACHMENTS: Supporting Documents

Please provide all additional attachments, if applicable, including:

- Information Sheet for Participants
- Informed Consent Form
- Questionnaires
- Interview Questions
- ATSIRA for First Nation research applications
- Support letters
- Research protocol
- Permits
- Ochre card (if the proposal involves participants under 18 years old)
- Advertising materials (ie. flyers etc)

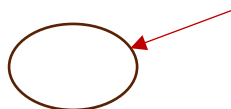All relevant files have been attached (below) *
◯ Yes   ◯ No   ◯ N/A

Attachments

[Browse]

Workflows

Once you have completed the form and added the Authorising Officer email address, be sure to click **Submit.** The form will then be sent to the Authorising Officer to review and sign before it is

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[Previous] [Submit]
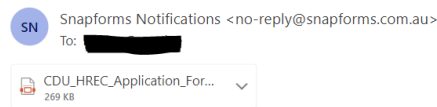
Save and Complete Later

sent back to you (the PI) for final review and submission to ethics.

==***NB*:** This does **not** submit to ethics at this stage. This will trigger a workflow to the authorizing officer.==

1. The Authorising Officer will receive an email as follows:

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2. The Authorising Officer will then click the link in the email, review the application and will sign with, or without comments. They will then click submit which will trigger the <u>final</u> workflow to the PI.

    The PI will receive the following email:
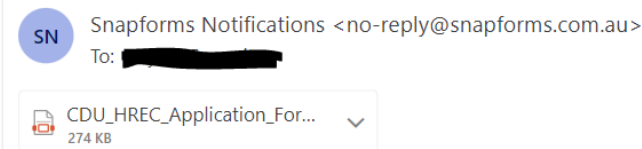
3. The PI will then review the application in full, and action any suggestions or comments made by the Authorising Officer (if applicable). Finally, a checklist will be visible and must be completed.

    You are able to add or change any attachments at this stage as well.

4. Once the checklist has been completed, please click **"Submit". This will now submit the application to ethics.**

5. Ethics will receive the application, and a copy of the complete submission, along with attachments will be sent to the PI. **Please note:** If this is your first submission, please check your junk mail folder. Once marked as 'not junk', future submissions should be received into your inbox.

Successful submissions

1. If you have successfully submitted the application to ethics, after the above workflows, a copy of the application will be sent to the PI.
2. You will receive a confirmation email from ethics, normally within 2 working days of submission, advising you that the application is being processed for review..

If you do not receive either of these, the application has not been received and it is likely that there is a pending workflow. Please first check with the Authorising Officer, to see if the workflow was received. Alternatively, check with the PI to see if a workflow was received and pending in their inbox.

If you require additional assistance, please email ethics@cdu.edu.au or call 08 8946 6063.