Human Research Ethics

Flowchart of ethics application process: Program Approvals

BEFORE APPLYING

Visit the ethics page on the CDU Website for information, forms and templates, submission deadlines and HREC meeting dates. Also ensure that you read the National Statement on Ethical Conduct in Human Research (2025) (National Statement) and the Australian Code for the Responsible Conduct of Research (2018) (The Code).

Allow sufficient time to prepare your ethics application and supporting documentation. Allow ample time to complete the application process and required workflows for faculty authorisation. Contact the ethics team if you require further information: humanethics@cdu.edu.au; 08 8946 6063.

PATHWAYS FOR REVIEW

Lower Risk Applications

No risk of harm; no/low risk of discomfort; minor burden or inconvenience

Reviewed out of session by the low-risk pathway, not subject to submission deadlines. Typical time for review and response is 10 days from receipt of complete

If the low-risk review determines the proposal requires full committee review, the application will be referred to the next available HREC meeting.

Higher Risk Applications

Risk of harm; foreseeable burden; certain individual groups, community, societal or research conducted overseas.

Subject to submission deadlines for complete applications.

Proposals considered First Nations research will be reviewed by the CDU First Nations sub-committee.

Review by a full, quorate committee meeting. Formal correspondence will be sent within 10 days of the HREC meeting date.

AFTER ETHICS APPROVAL

Variation Requests: Adding students

For each new researcher or student covered by the Program Ethics Approval, the Principal Investigator (PI) must provide a variation request for CDU-HREC approval that includes a completed Coursework Program Approval Form

Proposals prepared by students in these circumstances may be peer reviewed or reviewed by class teachers or colleagues. The Coursework Program Approval Form is provided as a resource for such learning experiences, as well as reporting to HREC.

Annual/Final Reports

Annual Reports are a mandatory requirement of all HREC approved projects, as set out by the NHMRC guidelines. Where a unit or suite of units has program approval the PI is required to submit a satisfactory annual report to the Ethics Team ahead of the anniversary of the approval date.

A brief summary of each individual student project must be provided in the report identified with the student and project name. Continuing approval is contingent on submission of a satisfactory annual report.