

See Gu website for details from links

Research ethics@GU

<http://www.griffith.edu.au/or/ethics/humans/>

Research ethics is an integral part of the research process:

Not an option – but requirement

A research design issue

Takes time – so...start early

Discuss ethics with supervisor

GU Ethics website

<http://www.griffith.edu.au/or/ethics/>

Scope checker – looks like research.....

Forms – expedited review process

Ethics manual - booklets

Online resources – examples hints

Overview of Research Ethics at Griffith University

In accordance with the *National Statement of Ethical Conduct in Research Involving Humans*, the University has established the Griffith University Human Research Ethics Committee (HREC). This committee is responsible for considering applications for ethical clearance, monitoring the conduct of approved protocols, and advising the institution on the formulation of policies and guidelines for this area.

The previous 5 years have seen a rapid pace of change in the regulation of human research ethics in Australia. During the same period the volume and complexity of human research within the institution has increased. In light of concerns expressed by some researchers and a desire to ensure that the University's research ethics arrangements will keep pace with international best practice, the former Deputy Vice-Chancellor initiated a wide-ranging review of the University's arrangements.

The Review report made a number of significant recommendations that were accepted by the Academic Committee at its 11 September meeting, 2003. The main features of the new arrangements include:

1. The creation of a three-level proportional ethical review regime, in which the paperwork and processing will be matched to the ethical sensitivity and risk of the research.
2. The appointment of Research Ethics Advisors within the various schools and centres of the University. These members of Academic staff provide advice to researchers on research ethics matters and facilitate greater communication between the HREC and the wider University community.
3. The establishment of a booklet-based, research ethics manual. The *Griffith University Research Ethics Manual* is a source of advice and guidance to researchers designing and conducting research, a reference point and source of corporate knowledge for the two ethics committees, and a public articulation of the University's compliance with various requirements and standards.
4. The establishment of a number of streamlined processes to better meet the needs of research teams (eg registered procedures in common use in the Centre or School, course-wide ethical clearances for research activities conducted by students, and clearer variation processes).
5. The appointment of a Manager, Research Ethics and a Research Ethics Officer to provide a more strategic level of support to the work of the two ethics committees.

Research Ethics Scope Checker

The scope of the University's human research ethics arrangements are based upon the provisions of the *National Statement of Ethical Conduct in Research Involving Humans*.

See Gu website for details from links

To assist a potential applicant to check whether or not an activity requires University ethical clearance a web-based tool has been produced. This tool will pose a sequence of questions to guide the applicant through determining whether or not their work should be submitted for University ethical clearance.

At the end of this process, the applicant will either be advised that ethical clearance is required, and will be provided with a link to the Forms page of this site or will be informed that ethical clearance is not required. The Scope Checker includes a facility to enable the potential applicant to generate a certificate to confirm that they have completed the process and have been advised that their work does not require ethical clearance.

Research Ethics Scope Checker

Further information about the scope of the University's human research ethics arrangements can be located in Booklet 17 of the Griffith University Research Ethics Manual.

Ethics Forms

To assist with the process of seeking University ethical clearance for human research, a range of proformas have been produced. Proformas have also been produced to assist teams in meeting their monitoring and other obligations.

As a result of a comprehensive review of research ethics at Griffith University during 2003, a number of these forms are currently under review. Before preparing an application for ethical clearance, always check back to this site to ensure you have the current form.

Applying for ethical clearance

- Expedited Ethical Review process
- Application for full ethical review (Griffith Users Only)

Course Ethical Clearance forms

- Course Ethical Clearance forms

Ethical conduct reporting

- HREC Report Form (Griffith Users Only)
- HREC Clinical Trial Application Form (Griffith Users Only) - *This sub-form should be completed in addition to the human project proposal form ONLY for clinical trial-based research.*

Register of Approved Procedures

- Register of Approved Procedures Application form

External Research Conducted at Griffith University

- HREC External Research Sheet for Applicants (pdf)
- HREC External Research Application form (rtf)

Meeting and submission dates

Expedited Review

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Applications for E1 and E2 can be made at any time. Processing time for E1 is generally 5 - 10 days from submission. Processing time for E2 is generally 2 - 3 weeks from submission. A prediction of processing time will be provided to the applicant at the point of submission. The applicant can also check the status of their application at any time. Access to all these features is via the Expedited Ethical Review Portal.

Processing time during the period December – January may be slower due to staff absences.

Full Review

The ethics committee meets once a month during the period February - November. Applications are due 12 working days prior to the meeting date. Generally the outcome from a meeting will be communicated to applicants within 5 - 10 days.

The following are the 2007 meeting and submission dates for the ethics committee.

Submission Date	Meeting Date
19 January	06 February
16 February	06 March
16 March	03 April
13 April	01 May
18 May	05 June
22 June	10 July
20 July	07 August
17 August	04 September
21 September	09 October
26 October	13 November
16 November	4 December

Hints, tips and examples

In this section of the human research ethics website you will find a range of resources to help you avoid common problems and delays with research ethics applications. This resource will be built upon over time.

Download a hints, tips and reminders sheet for making an application for ethical clearance
Informed consent mechanisms (Griffith Users Only)

See Gu website for details from links

Example written Informed consent mechanism

Nursing
Physiotherapy and Exercise Science