HUMAN ETHICS APPROVAL
Navigating the application process

1. BE PREPARED
   • Most of the information required to gain ethics approval is about being able to clearly articulate the design of your study

2. REFER TO WEBSITE RESOURCES
   • Visit research.unimelb.edu.au/office-for-research-ethics-and-integrity/human-ethics
   • Check your local Human Ethics Advisory Group (HEAG) website

3. UNDERSTAND YOUR APPROVAL PATHWAY
   • Minimal Risk applications are approved by your HEAG
   • Standard Project applications are reviewed by your HEAG and then referred to a Human Ethics Sub-Committee (HESC) for final approval

4. THEMIS SETUP & FORMS
   • Log onto Themis and set up your ethics application ID
   • Download the application form
   • Determine application type (Minimal Risk or Standard Project)

5. CHECK YOUR ATTACHMENTS
   • Missing or inadequate documentation is a common reason for approval delays
   • Refer to the Plain Language Statement and Consent Form templates. Available at research.unimelb.edu.au/office-for-research-ethics-and-integrity/human-ethics/forms-templates-examples and your local HEAG resources

6. MEET HEAG & HESC DEADLINES
   • Plan ahead and refer to the committee deadlines
   • Remember that any Standard Project application will need to be reviewed by both a HEAG and a HESC

7. ENSURE APPLICATION CONSISTENCY
   • Ensure that the information in your application form is consistent with the information in your attachments
   • Ask someone to proof-read your application before submission

8. SEEK ADVICE EARLY
   • Contact your local HEAG administrator if you are unsure of requirements or deadlines