

Process for Low Risk Applications

Request for low risk application consideration outside of the normal HREC meetings to be received by the HREC Secretariat via ethics@boltonclarke.com.au by the following dates:

- 28 February 2018
- 24 April 2018
- 27 June 2018
- 29 August 2018
- 31 October 2018

Request for low risk application consideration to include the following:

- Letter of request
- Completed HREA identified as Low Risk

Bolton Clarke HREC Secretary to forward low risk applications to Bolton Clarke HREC Chair on the Friday following the above dates. The following process to be concluded within two weeks.

Chair to consider whether or not low risk application to be considered by HREC subgroup (expedited review) or to go to a full committee meeting for consideration using the following matrix:

Risk	Approved by another HREC	Not approved by another HREC
Low	Reviewed by Subgroup	Reviewed by full Committee
Medium	Possibly by Subgroup dependent on Bolton Clarke considerations	Reviewed by full Committee
High	Reviewed by full Committee	Reviewed by full Committee

If the application is to go to a full committee meeting for consideration, HREC Chair to notify HREC Secretary who will inform applicant of anticipated action and reason for this action.

If the application is to be expedited, HREC Chair to notify HREC Secretary and identify HREC members (at least 3) to form subgroup for review of application. HREC Secretary to send applications and HREC Research Proposal Approval Form to HREC members for their response.

If all subgroup members approve the application without questions, HREC Secretary to notify applicant of approval. If there are any questions HREC Secretary to forward to HREC Chair for direction and response to applicant, which should be sent no later than the third week of the month.