

Background

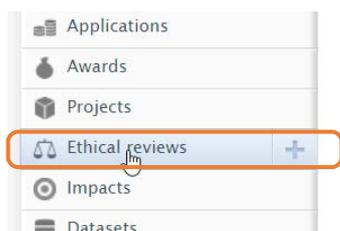
The Bond University Human Research Ethics Committee (BUHREC) reviews Applications for ethical approval for researchers seeking to undertake human research.

To apply for approval, researchers will need to complete an Application using the NHRMC's Human Research Ethics Application form (HREA) and upload it to Pure for review, where it will be assigned to one or more reviewers.

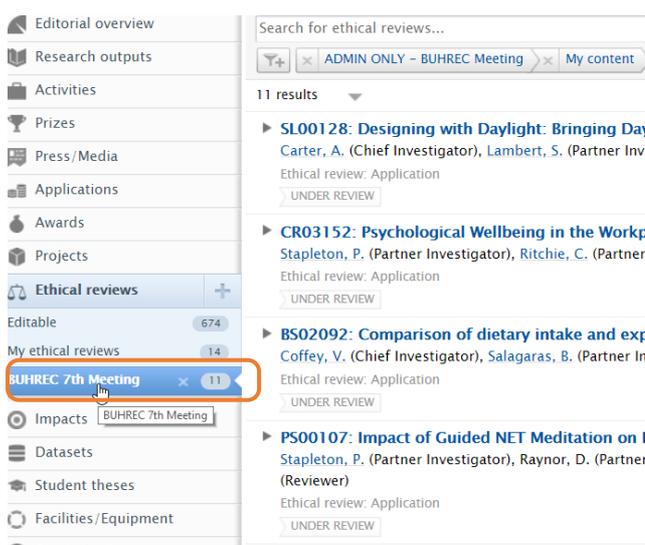
This guide outlines how a Reviewer can approve Ethics Applications.

Incoming Applications

- If you are assigned as a reviewer on an Ethics Application, you will need to review and comment on the application documents that have been attached to the record. To access these, click on the **Ethical reviews** tab on the left-hand side of the screen.



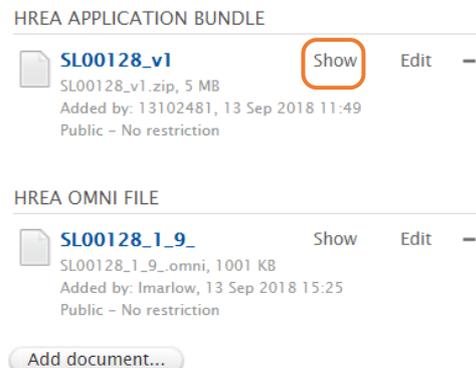
- A filter with a title to your upcoming BUHREC meeting will display. Click on it and all Ethics Applications currently under review are listed in the main screen.



- Click the title of the Ethics Application you are reviewer on and scroll down to the section titled *Documents*. You will find two sections:

- HREA Application Bundle* which contains a zip file of Application forms to review;
- HREA Omni File* which is machine-readable only and not accessible (required only if researchers need to re-load their Application).

Documents



- Click on the 'Show' button to easily review the document. **Tip:** When downloading documents from Pure, maximise your screen and look for the downloaded files in the bottom right-hand corner.
- To navigate the zip file consider the following points:
 - The Protocol Document (one of the 2 central documents of any Ethics Application) is a Word doc usually titled 'Bond University HREA Protocol Form'. This document is where reviewers will find the description of, and context for, the project.
 - The other central document is the 'Output report', generated from the HREA system. This same form is provided in both word and pdf formats. The Output Report should primarily be an extraction of the ethics issues for the project.
 - Tip:** XML files are not accessible and not for review.

All other documents found in the zip file are the same as were previously submitted (participant documentation, instruments, etc).

Submitting a Review

To submit a review of an Ethics Application, reviewers are required to write their comments in a password-protected document and upload this to the *Documents* section of Pure. Instruction are as follows:

!! Ethics records are confidential in Pure

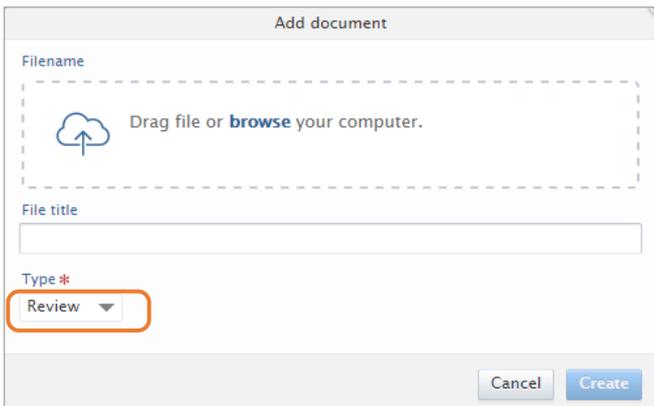
- Only those involved in the application and overseeing the process can see and access information.
- Researchers will be able to see who has been assigned to review their application if they choose to access this information.

However, to ensure confidentiality of the contents of your review, it is important to **password-protect your document**. A standard BUHREC password will be used for this purpose – contact the Ethics Manager to obtain this.

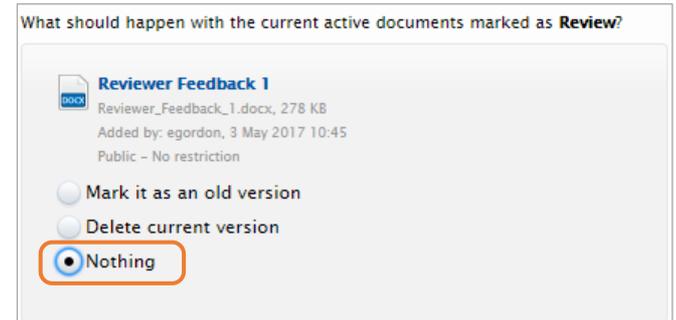
- Click the name of the Ethics Application to open it.
- Scroll down to the Documents section and click *Add Document*.



- Drag and drop or click to upload your password-protected review document into Pure.
- Select Type *Review*.



Please note: If there is already a review added in Pure (e.g. from another reviewer), Pure will ask what to do with the existing document. To ensure the existing review is not replaced, select *Nothing*. Click *Create*.



- Leave the record status as *Under review*. Click *Save*. This is located at the very bottom of the record (a maximised screen may be required).

