

Ethics Guide for Faculty Approvers

Background

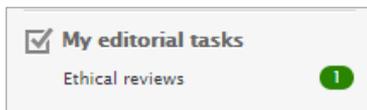
The Bond University Human Research Ethics Committee (BUHREC) reviews applications for ethical approval for researchers seeking to undertake human research.

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 first reviewed and approved within Faculty.

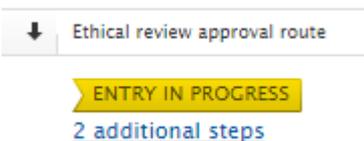
This guide outlines how to monitor Ethics applications for Faculty Approvers.

Incoming Applications

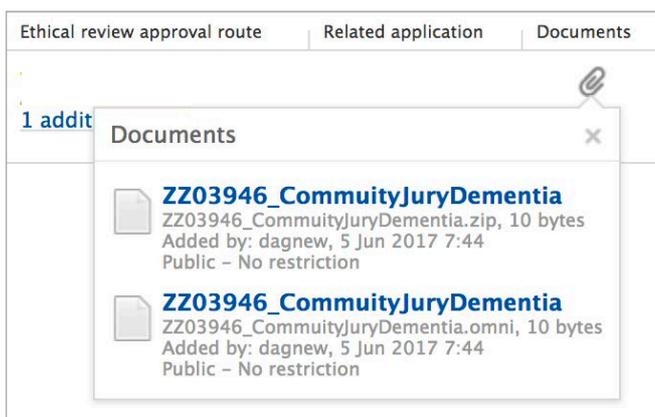
- When a researcher submits an ethics application to Faculty for review, it will appear in Pure under 'My editorial tasks' on the right-hand side.



- All Ethics Applications currently standing as *Entry in Progress* for your faculty will appear in a table view (note the Workflow filter).

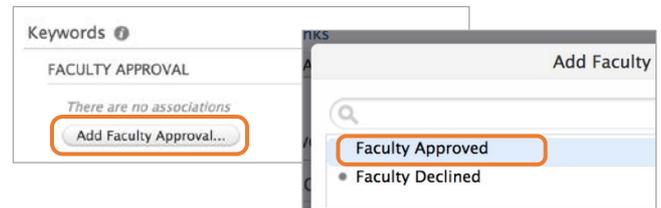


- Click the paperclip to quickly access the attached *HREA Application Bundle* file (.zip). Click to download and review the documents.

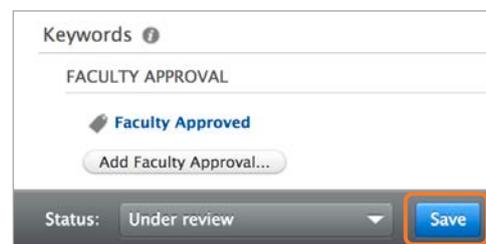


Approving an application

- If you are ready to approve an application, click the name of the Ethics Application to open it.
- Scroll down to Faculty Approval in the Keywords section.

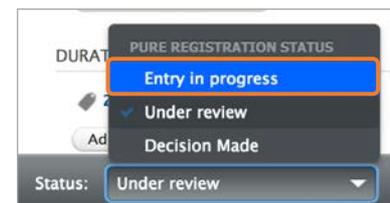


- Change the status to **Under review** and click **Save**.
- This will alert Central Admin that the application is now ready for risk assessment and reviewer assignment.



If the application requires changes before approval

- If an application requires changes before it can be approved, you can notify the researcher in Pure.
- Change the status to *Entry in progress*.



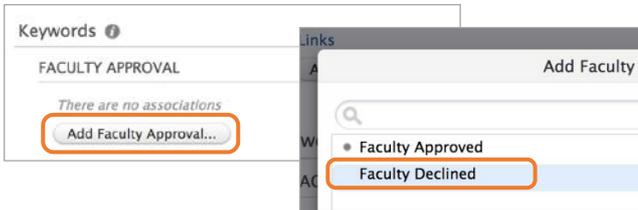
- Use the *Comment to status change* box on the bottom left to leave a note for the Researcher.



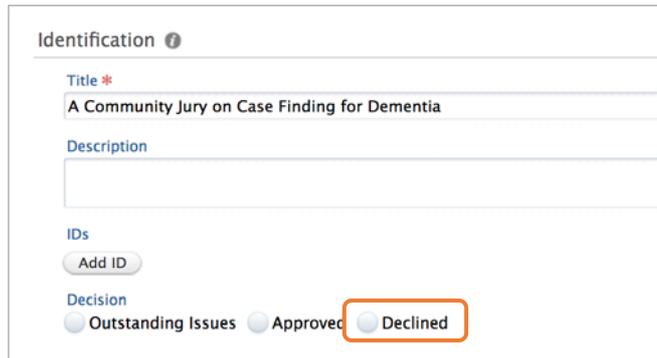
- Remember to click **Save**.
- The researcher will be notified and the comment will display in their Pure dashboard.
- When the Researcher resubmits, you will receive a fresh notification in 'My editorial tasks'.

If the application is ultimately declined at the Faculty stage

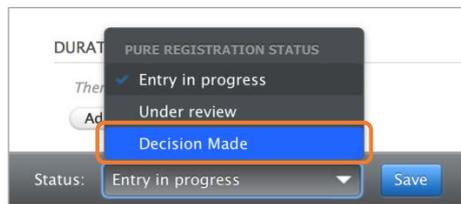
- Scroll down to Faculty Approval in the Keywords section.
- Click the Add button and select *Faculty Declined*



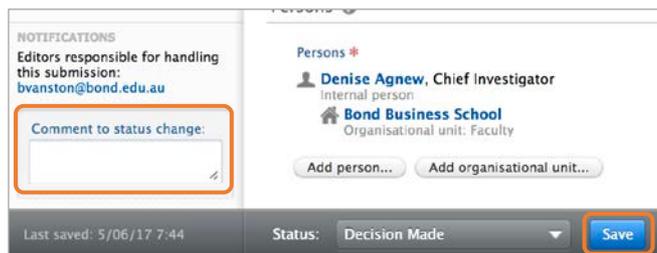
- Click *Declined* in the Decision area.



- Move the workflow to Decision Made



- Leave a comment in the *Comment to status change* box explaining the decision, and remember to click Save.



Monitoring Ethical Reviews

- You can continue to monitor the status and access documentation for all ethical reviews for your Faculty from within the Ethical Reviews area of Pure.
- Use the Workflow, Decision and Faculty Approval filters for greater granularity.

