

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

To apply for approval, researchers will need to:

1. Prepare a Project Description/Protocol (for a Bond recommended template, refer to: bond.edu.au/researchprotocol)
2. Complete and download an application using the NHRMC's Human Research Ethics Application form (HREA) hrea.gov.au Helpful User Guides and HREA FAQs can be found on our Pure web page.
3. Create an Ethics Application in Pure for review.

For more information, refer to Bond University Ethics Support bond.edu.au/ethicshelp

If you are not a Bond staff member and are applying for BUHREC approval externally, please contact the Ethics Manager on 07 5595 4194 or ethics@bond.edu.au for instructions on how to complete and submit your application.

!! Please note: applications are stored in the HREA system for a limited time only (usually 90 days)

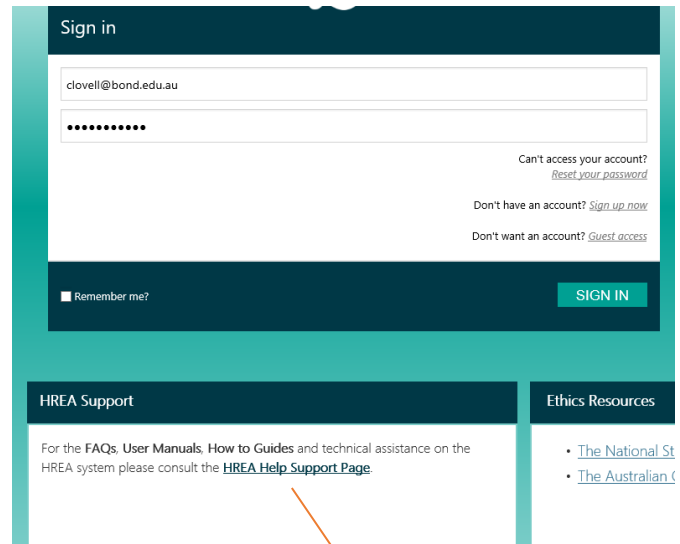
To preserve your application and the ability to re-upload it to HREA to continue working or make changes, always be sure to download a copy of the HREA system data file (called an .Omni file) and keep it stored in Pure.

Ethics Application Process Summary

1. **Faculty Approval**
Completed Ethics Applications are first automatically submitted by the system to the Faculty for approval.
2. **Central Admin Risk Assessment**
If your application is approved at the Faculty stage, the Ethics team will assess the level of risk and assign it to one or more reviewers.
3. **BUHREC Review**
Once approved by reviewers on the Bond University Human Research Ethics Committee (BUHREC) your application in Pure will be marked Approved.
 - If required, you can download a copy of the *Letter of Outcome* from the Documents section in Pure.
 - The duration of approval is noted on the Pure record.

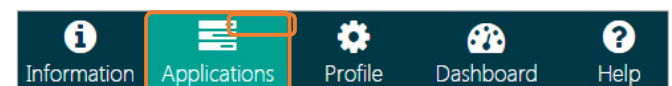
HREA Application

- Login to the HREA system at hrea.gov.au and create a new human ethics application.
- **Note:** Information on how to create an account or use the HREA can be found at hrea.gov.au

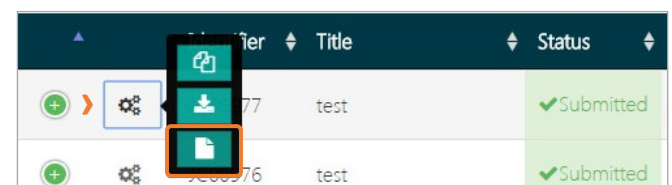


HREA help and support

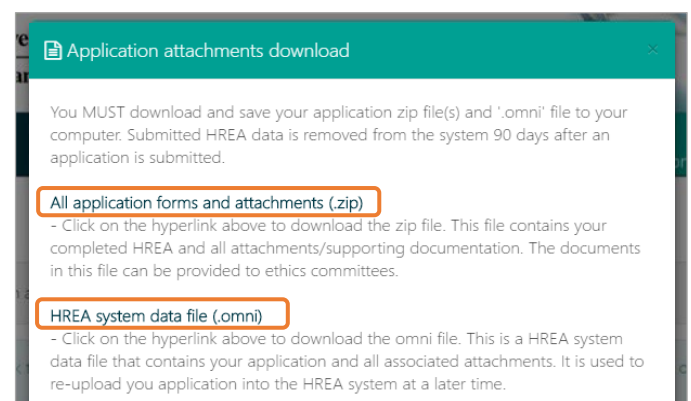
- The application requires a Project Description/Protocol. A recommended template is available from bond.edu.au/researchprotocol
- After completing your Application, open the Applications tab and find your application.



- Click the Gear icon, then the Document icon

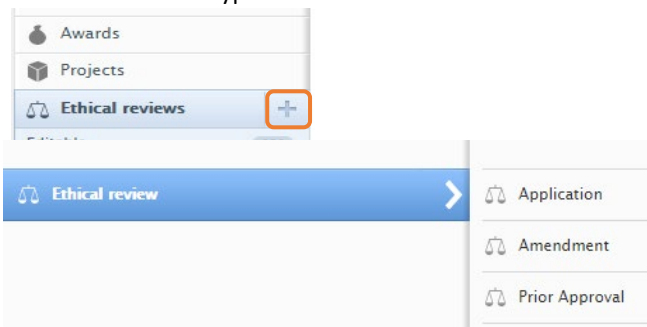


▲ So you can make amendments to your application after the 90-day window, you must download both the .zip and .omni files so they can be uploaded to Pure.



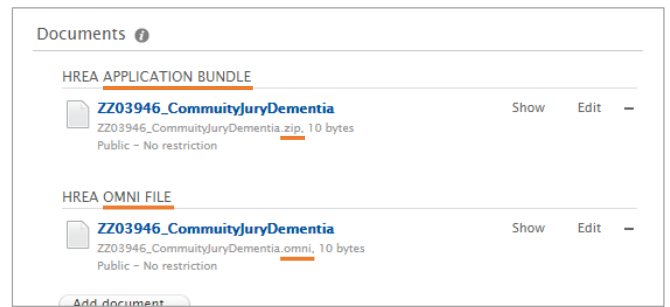
Create Ethics Application in Pure to Lodge your HREA

- In Pure, create a new Ethical Review from the Personal tab and select the type of review needed:



- Complete the title (N.B. the title must start with the application number) and check that the Persons details are correct. If your project has associated grant funding, you can add this in the Related Application section.

- In the Documents section, click *Add document*. Upload the HREA .zip file with type *HREA Application Bundle* and the HREA .omni file with type *HREA Omni File*.



- Choose the status *Under review* and click *Save*. Your application will now progress automatically to Faculty for review.



Faculty Approval stage

- If there are any concerns or issues with your application at the **Faculty stage**, it will be returned to you in Pure with comments.
- Once these are addressed, you can once again choose the status *Under review* and click *Save*.

BUHREC review stage

- Once your application has been reviewed, you will receive a notification of the outcome in Pure.
- If there are any outstanding issues that need to be addressed before approval can be granted, these will be indicated via comments.
- If you need to make minor changes to your ethics application, you can do so by completing the 'Amendment' template in Pure.

See QRG: [How to make an Amendment to an Existing Ethics Application](#)