Completing the Other (non-ethics) Approvals screen

You will need to complete the Other Approvals screen if you indicate in the Research Checklist that your research project will include:

- Locations other than/in addition to University of Melbourne
- Approvals (non-ethics) needed from external organisations
- Already has or requires other ethics approval
- Involves personal information obtained from Govt dept or NGO
- Data collected previously for another purpose
- Involves health, personal or sensitive information
- Multiple ethical review of research
- Likely participants of social groups with special needs
- Likely ATSI participants
- Likely participants requiring consent of leaders/elders

The type of approvals to be recorded on this screen would include, for example, approvals required from community groups, schools, Department of Education, etc.

**Important:** you must forward a copy of any approvals already received to the HEAG (either by hard copy or electronic copy attached to the application) for review with your application.

### Specify the Other Non-Ethics Approval Required

**Have you determined whether approvals from external bodies will be required?**

1. Click on the appropriate radio button to select whether external approvals will be required.
   
   **Note:** if you indicate external approvals are required, you will need to complete additional fields.

   **If external approvals are required, go to task #2. Otherwise go to task #6.**

**Have you identified the organisations/individuals from whom approval needs to be sought?**

2. Select the appropriate response (Yes or Yet to be Determined) from the drop-down list.
   
   **Note:** if you indicate that organisations/individuals have been identified, you will need to complete additional fields in the Other Approvals Required table that displays.

   **If the organisations/individuals have been identified, go to task #3. Otherwise go to task #6.**

### Details of Other Approvals Required

3. Click on the **Add Approvals** button.
   
   The Approval details table will display.

4. Complete the approval details.
   
   **Note:** if the fields outlined below do not display, click on the **Show** link to expand the row.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Required From</td>
<td>Enter the organisation or individual from whom approval is required</td>
<td></td>
</tr>
<tr>
<td>Approval Status</td>
<td>Select the status of the approval request from the drop-down list</td>
<td>Values available are: Approved, Rejected, Under Review, Yet to be Sought, Requested By Reviewing Committee.</td>
</tr>
<tr>
<td>Number of sites approval covers</td>
<td>Where research is being undertaken at multiple sites, indicate the number of sites the specified approval covers</td>
<td><strong>Note:</strong> if applicable, you may enter text (e.g.: all).</td>
</tr>
<tr>
<td>Approval Number (if applicable)</td>
<td>Enter the approval number, if applicable</td>
<td></td>
</tr>
<tr>
<td>Date approval granted</td>
<td>Enter the date the approval was granted, if applicable</td>
<td>Enter the date in format: <strong>DD-MMM-YYYY</strong> (e.g.: 20-Jun-2006) or use the <strong>Pick a Date Calendar</strong> to select the appropriate date.</td>
</tr>
<tr>
<td>Special conditions of approval</td>
<td>Select Yes or No from the drop-down list to indicate whether special conditions have been attached to the approval</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td>Enter any comments or special conditions relating to the specified approval, if required</td>
<td></td>
</tr>
</tbody>
</table>
5  Click on the **Add Approval** button and complete **step 4** above for all approvals required.

6  Use the Comments field to record any overall comments relating to non-ethics approvals required for your research project.

7  Click on the **Next** button to proceed to the next screen.

**Important:** Responsible researchers will still have access to update external (non-ethics) approval details as required after the application has been submitted. For further details refer to the *Updating an Ethics Application via the Workbench* reference card.