Completing the Other Ethics Clearances screen

The Other Ethics Clearances screen enables you to record details of all Australian HRECs to which the project has been, or will, be submitted. You will need to complete this 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

**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 Ethics Clearances Required**

*Have you determined whether ethics clearances will be required?*

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

   **If ethics clearances are required, go to task #2. Otherwise go to task #8.**

*Have you identified the HRECs from which ethics clearance has been or 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 HRECs have been identified, you will need to complete additional fields in the Details of Ethics Clearance table that displays.

   **If the HREC has been identified, go to task #3. Otherwise go to task #8.**

**Details of Ethics Clearance**

3. Click on the Add Ethics Clearance button.
   
   The Clearance details table will display.

4. Complete the clearance 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>Name of HREC</td>
<td>Enter the name of the HREC from which clearance is sought</td>
<td></td>
</tr>
<tr>
<td>Status of ethics application</td>
<td>Select the status of the clearance request from the drop-down list</td>
<td>Values available are: Approved, Rejected, Pending, Not yet Applied.</td>
</tr>
<tr>
<td>Australian sites/s covered by application to HREC</td>
<td>Where research is being undertaken at multiple sites, indicate the sites covered by this clearance application</td>
<td><strong>Note:</strong> if applicable, you may enter text (e.g.: all).</td>
</tr>
<tr>
<td>Registration number assigned by the institution</td>
<td>Enter the registration number assigned to the clearance, if known</td>
<td></td>
</tr>
<tr>
<td>Date clearance granted</td>
<td>Enter the date the clearance was granted, if applicable</td>
<td>Enter the date in format: <strong>DD-MMM-YYYY</strong> (e.g.: 20-Jun-2006) or use the Pick a Date Calendar to select the appropriate date.</td>
</tr>
<tr>
<td>Period of approval - from</td>
<td>Enter the start and end date of the clearance granted</td>
<td>Enter the date in format: <strong>DD-MMM-YYYY</strong> (e.g.: 20-Jun-2006) or use the Pick a Date Calendar to select the appropriate date.</td>
</tr>
<tr>
<td>Period of approval - to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special conditions</td>
<td>Select Yes or No from the drop-down list to indicate whether special conditions have been attached to the clearance</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td>Enter any comments or special conditions relating to the specified clearance</td>
<td></td>
</tr>
</tbody>
</table>
5 Click on the **Add Ethics Clearance** button and complete step 2 above for all clearances required. If the application is a registration or transfer of ethics clearance, go to task #6. Otherwise go to task #7.

**Of the HRECs the application was submitted to, indicate which had prime responsibility for monitoring the research**

6 Select the appropriate HREC from the drop-down list.
   This list will contain all the HRECs that you indicated in the table above.

**Of the HRECs the application was/will be submitted to, indicate which will have prime responsibility for monitoring the research**

7 Select the appropriate HREC from the drop-down list.

8 Use the Comments field to record any overall comments relating to the ethics clearances required for your research project.
   **Important:** If the application is a transfer of ethics clearance, enter the reason for the transfer in the Comments field.

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

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