

## POLICYI023 Timeliness of Ethical Review

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<b>Manual:</b> Policies	<b>Document ID:</b> PI023	<b>Date Created:</b> Jul 04
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### PURPOSE

To describe the timelines for the administrative processes supporting the ethical review of research.

The following Bellberry HREC application review timelines are provided for applications that do not require multiple changes during the review process. Changes will extend the processing time. To minimize review times, investigators are encouraged to refer to the guiding documents at [www.bellberry.com.au](http://www.bellberry.com.au)

	Description
Submission days prior to the meeting	Full documents are required 10 working days prior to the meeting day. If full and complete documents are not received this will delay the study's review by the committee.
Date of meeting to Committee comments	An investigator can expect to receive comments detailing the Committee's deliberations 2 working days following the committee meeting. These will be provided through eProtocol.
Meeting date to approval	This timeline is highly dependent on the complexity of the study being reviewed, time taken for the investigator to respond to the Committee's questions and response time taken by the Bellberry secretariat. The secretariat aim to provide comments to the Principal Investigator within 48 hours of submission of responses to Committee questions, wherever possible.
Low Negligible Risk (LNR)	Low Negligible Risk (LNR) research may be reviewed out of session by the Committee Chair or the LNR Review Sub-Committee. Review decision is usually given within 48 hours of submission if relevant committee members are available.
Clinical Audits and non clinical research	Depending on the level of risk and any privacy issues that may relate to these submissions, consideration will be given to a review to be conducted outside of the committee meeting. The timelines for these reviews will depend upon whether they are able to receive LNR review or are reviewed at a full committee meeting.