Human Research Ethics Administration at Swinburne
(Excludes outsourced or other external ethics review)

- Project (Re-)Development
- Project Endorsement by Management
- Project Ethics (Re-)Appraisal
- Project Ethics Clearance
- Project Monitoring/Periodic Reporting
- Project On-Going Ethics Clearance
- Project Final Report/Completion/Findings Published

**Flowchart Symbols**

- **PREPARATION**
- **PREDEFINED PROCESS**
- **PROCESS**
- **DECISION**
- **TERMINATOR**

**Abbreviations:**
- PI: Principal Investigator(s)
- REA: Research & Ethics Advisor/Advisory Group
- REO: Research Ethics Officer/Research Ethics Officer
- SUHREC: Swinburne's Human Research Ethics Committee
- SHESC: SUHREC Human Ethics Sub-Committee

**Diagram Description:**

1. **Project (Re-)Development** [Any available REA assistance] (NB Special Requirements for Clinical Drug/Device Trials.

2. Project proposals submitted for appropriate management endorsement

3. SUHREC Secretariat registers and processes project/proposed amendment(s)

4. **Full Ethical Appraisal by SUHREC**
   - Ethics Clearance Given/Ratified?
     - **Y**
       - (Provisional Clearance Conditions) (Re-Addressed)
         - (Designated SUHREC/SHESC or other person considers (re-)submission/clarification/revision(s))
           - (Interim Ethics Clearance Given)
         - **N**
     - **N**
       - **N**

5. **Minimal Risk or low Impact or for authorised SUHREC/SHESC members**
   - Expedited Appraisal by (Appropriate) SHESC/SUHREC Chair or Designated Member(s) (Amendments reviewed by Chair/Authorised Member(s))

6. **Project to be amended?**
   - **Y**
     - **Y**
       - **Y**
         - (Designated SUHREC/SHESC or other person considers (re-)submission/clarification/revision(s))
           - (Interim Ethics Clearance Given)
         - **N**
     - **N**
       - **N**

7. **Project Commences/Continues: Standard and Special Conditions of Approval**
   - **Y**
     - Annual Report(s) (Re-)Submitted
       - On-going Ethics Clearance Ratified?
         - **Y**
           - **N**
         - **N**
           - **N**

8. **Final Report Submitted**
   - Project Completed/Findings Published

9. **SUHREC/SHESC Queries Addressed**
   - SUHREC/SHESC or Delegate Considers PI Responses