

## How long with the governance and ethics review process take?

### Introduction

Researchers must consider the ethical risk of their human research in accordance with the [National Statement on Ethical Conduct of Human Research 2007\(Updated 2018\)](#) (National Statement) and [RMIT Research Policy](#). The process at RMIT is outlined by the [RMIT Human Research Ethics Procedure](#).

The National Statement outlines categories of risk and RMIT provides for review based on those risk categories:

Exempt (NS 5.1.22 – 5.1.23, RMIT Human Research Ethics Procedure, 15)	Assessed by Principal Investigator with evidence of assessment kept with research project record.
Negligible/Low Risk (NS 5.1.18 – 5.1.21)	Reviewed by submission to an RMIT CHEAN
Greater than low risk	Reviewed by submission to the RMIT HREC

Where ethical review is required, it is the Principal Investigator's responsibility to allow enough time for the ethical review process. Project applications should be submitted early if there are other relevant deadlines such as grant submissions, start dates for studies, etc. Project applications are reviewed in the order in which they are received.

### Time Frames and Factors

We recommend you start your application **three (3) months** in advance of your anticipated start date. This will allow time for both steps in this process including:

- **governance review** and relevant discussions and any necessary modifications; and
- **ethical review** and any relevant discussions and any necessary modifications

Governance reviews are initiated typically within three business days of their submission. Ethical review is not initiated until a governance review has been completed.

The RMIT HREC meets monthly, meeting dates are published on the Researcher portal [here](#). The DSC CHEAN meets fortnightly and the meeting dates and submission deadlines are published [here](#).

The STEM CHEAN and BL CHEAN conduct rolling reviews so meeting and submission dates do not apply.

For first time applicants, there is a helpful guide available in the [Researcher Portal](#) and in the [Research Ethics Platform](#). That document will help you submit an application that should meet the requirements of the RMIT Human Research Ethics Procedures. This is especially important for all students with time critical deadlines.

Factors that may have an impact on the turnaround times for review include:

- the completeness and quality of the project application
- review category, e.g., negligible versus greater than low risk review
- number of project applications currently under active review by the Coordinator, CHEAN or HREC
- response time by the researcher to provide requested information
- potential wait for external documents or letters of permission for related items
- RMIT shutdown periods (i.e. public holidays, government restrictions).

Supervisors are reminded that students do not have access to the Researcher Portal and may need to provide them with assistance.

### For further assistance contact:

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