

SCIENTIFIC REVIEW PROCESS

The Peninsula Health Human Research Ethics Committee has established a Scientific Advisory Subcommittee to provide:

- mentorship and advice to researchers at an early stage in their project's development
- advice to the Human Research Ethics Committee on the scientific merit of projects submitted for review.

This process does **NOT** apply to QA/Audit, Low and Negligible Risk Research or multi-site clinical trials reviewed through the central system for ethical and scientific review.

Projects cannot be submitted for HREC review until the project has been through this process.

Although this process, may in some cases, delay HREC submission it should not delay full approval as scientifically sound projects are more likely to receive prompt approval.

This process will be reviewed periodically with feedback sought from researchers who have had their research reviewed by the SAS.

Process

Always discuss with and obtain formal support for your project from your Head of Department and/or Research Director or Coordinator in your area prior to submission.

Register your project with the Office for Research by submitting a protocol. The protocol must always be completed before completing any other documents required for ethics review. Protocol templates and guidelines are available depending on the nature of your study.

Protocol templates and guidelines are available to assist you in writing this document.

Clinical Trials - Template available from [Clinical Research Development Office](#) at Murdoch Children's Research Institute. Protocol must comply with Good Clinical Practice.

Health and Medical Research – [Basic protocol template](#) available.

Submission of the protocol enables a decision regarding the appropriate ethics review pathway to be made.

You will be informed by the Manager Office for Research if Scientific Advisory Subcommittee review is required and will be asked to choose a member from the SAS who will provide mentorship (if required) and review.

A list of members will be provided to you.

The SAS member will be responsible for working with you and for making a recommendation to the Human Research Ethics Committee on the scientific merit of your project.

The SAS member will advise you when the project can be submitted to HREC and application forms can be completed and will complete a Scientific Review Form for HREC.

Implementation of this process enables HREC to focus on the ethical aspects of the project.

SAS members will not assist in other aspects of the application process and if further advice is required please contact the Office for Research on 9784 2680.