SCU HumanResearch Ethics Low Risk Committee (LRC)

Standard Operating Procedures

(In compliance with Clause 5.1.1 to 5.1.2 of the National Statement on Ethical Conduct in Human Research 20

c. Opening the application documents on IRMA at the meeting for other LRC QIQFIV consideration
d. Lead discussion of their comments on applications, as per the Low Risk review template and the National Statement principles
e. Finalising comments on the review template following discussion of the application
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- The Coordinating Principal Investigator will notify the SCU Ethics Office if the project is discontinued, at a participating site or in total, before the expected completion date, with reasons provided
- The Coordinating Principal Investigator will notify the SCU Ethics Office of any need to extend the duration of the project past the approval period listed above and will submit any associated required documentation
- The Coordinating Principal Investigator will immediately report anything that might warrant review of ethics approval of the project on the Adverse Events form.

These are communicated as standard conditions of approval on all official letters from LRC, via training and on the ethics website. LRC may require researchers to submit additional reports depending on the degree of risk of their project. This will be communicated as a special condition of approval.

Ethics Management have procedures in place to track annual report due dates and remind researchers when these dates are coming up for their research.

Receiving and handling of complaints (see paragraph 5.6)

Refer to Ethics website for complaints procedures.

Advising the institution/s of decisions to withdraw ethical approval of a research project (see paragraphs 5.5.7 to 5.5.12)

Where SCU LRC, the Chair of LRC or the institution have reason to believe that continuation of a research project will compromise participants' welfare, the researcher is requested to cease all research until protection has been established or the project amended to guarantee participant protection.