

ANIP Human Ethics protocol submission guidelines

Before Submission:

1. All ANIP students must attend the compulsory ANIP induction.
2. Students must discuss their prospective projects with the ANIP Director and gain confirmation that they can proceed with applying for ethics approval online via ARIES.
3. All ANIP students who wish to submit a human ethics protocol in ARIES must be registered as online ARIES users. This can be done by here: <https://services.anu.edu.au/research-support/ethics-integrity/before-you-begin>
4. After ensuring that they have been registered, students must watch the ARIES training video. This can be done here: <https://services.anu.edu.au/training/aries-human-ethics-training-sessions>. After watching the video, if students still have questions, they can attend a face-to-face training session. The dates are listed in the training link.
5. Students can then proceed to enter their applications online in ARIES. They MUST ensure that they adhere to the information sheet and consent from templates here: <https://services.anu.edu.au/research-support/ethics-integrity/information-sheets-consent-forms>
6. Before submitting their application, students must ensure that the Director of the ANIP program has read and approved their protocol for submission.
7. Before submitting online, students must also upload a copy of the ANIP submission checklist along with all other supporting documents.

****NOTE: Your project MUST be low risk. This means expedited E1 or E2 ONLY. The only projects that are allowed to be FULL submissions are projects involving low risk Indigenous Research****

Examples of high risk projects include (but are not limited to) projects on domestic violence, young children (under 14), people with a cognitive impairment, an intellectual disability, or a mental illness, hospital in-patients, people highly dependent on medical care who may be unable to give consent etc.

If in doubt ALWAYS check with the ANIP Director. If you do not obtain ethics approval prior to commencing your internship program you may receive a Fail mark for the program. Undertaking research with human participants without obtaining ethics approval is considered serious research misconduct under the ANU's Enterprise Agreement. Your study and career prospects and the University's reputation could be damaged if you do not adhere to ethical requirements.

After submission:

1. Await electronic email from ARIES.
2. After receiving electronic ARIES email, print out submitted protocol and ALL supporting documents (information sheets, consent forms etc).
3. Students must sign off on the signature page and ensure that Director of ANIP signs off as the supervisor.
4. Scan and send through all documents to human.ethics.officer@anu.edu.au
5. Once documents have been sent, students must await results of review. This usually takes 7-10 working days AFTER the scanned documents have been sent.
6. Follow all instructions from the corresponding review email.

****NOTE: Your protocol will NOT be reviewed unless you have sent through the signed copy of the protocol along with ALL supporting documents****