

NLRD applications for IBC approval or DNIR applications for OGTR approval can be expedited by:

- 1) The chief investigator taking responsibility for the application, either by preparing it themselves rather than passing it over to a postdoc, student or technical officer to prepare, or by reviewing the application and, if necessary, editing it before it is submitted to the IBC.
- 2) Making sure responses to questions in the application form are actually addressing the question being asked.
- 3) Making sure responses to questions do not including extraneous material that belongs elsewhere in the application or doesn't belong at all.
- 4) Running a spelling and grammar check before submission. A poorly prepared application is unprofessional and suggests the process is not being taken seriously.
- 5) Avoiding jargon or undefined abbreviations. Some members of the IBC may be expert in the area of research covered by the application, but others will not.
- 6) Responding promptly to IBC requests for revision.
- 7) Responding to ALL of the IBC requests for revision.
- 8) Tracking changes in the revised application as requested in the revision letter.
- 9) Planning ahead rather than leaving applications to the last minute and expecting instant turn around. The IBC is comprised mainly of academic staff who have many other commitments and are giving up their valuable time to review applications. It is for this reason that we ask applicants to allow six weeks for applications to be reviewed, revised, reviewed again, and in some cases revised and reviewed once more. A well-prepared application will minimise time lost in revision and subsequent review.
- 10) Ensuring risk assessments or SOPs submitted with an application are up to date and have, where possible, received independent expert review. Risk assessments or SOPs submitted with an application become part of the application and are therefore subject to IBC review, which will extend to OHS matters where errors or a lack of clarity are evident.