## Human Ethics Approval Process for START Program of Research Subprojects

| Step | Approval Applicant/Research Team | START Central Team | Human Ethics |
|---|---|---|---|
| 1 | Contact START Central Team with potential research subproject via phone or START@Westernsydney.edu.au | | |
| 2 | Confer as to whether potential subproject is eligible under START.  If so what paperwork will be required? | | |
| 3 | | Provide researcher with START subproject Amendment Request Template, and any appropriate exemplars | |
| 4 | Drafts appropriate documents, addressing in particular how research is related to student transition, progression, and retention email to START | | |
| 5 | Central Team goes through Subproject Checklist and liaises with researcher if necessary.  Has there been appropriate time (2 weeks) since the opt-out email was sent? | | |
| 6 | | Subproject application emailed to Human Ethics | |
| 7 | | | Project Officers provide preliminary review of subproject amendment request. Repeat steps 5 and 6 if necessary. |
| 8 | | | Project Officers add subproject to next available LNR meeting agenda |
| 9 | | | If approved, approval email sent to START Chief Investigator. If not approved, required changes are emailed and process resumes at stage 5. |
| 10 | | Creates individual file for subproject and blurb added to START website | |
| 11 | | Forward approval to researcher | |
| 12 | Commences research | | |
| 13 | Provides details of potential student participants | Checks against opt-out database and anonymously removes all students who opted out. New dataset provided to researcher | |
| 14 | Commence participant recruitment | | |
| ongoing | Advises START of any 'incidents' | Notifies Ethics of incident | Determines appropriate response |
| annually | | Forwards annual report template to subproject lead researcher and advises of due date | |
| annually | Completes template and returns to START | | |
| annually | | Compiled with all STARS subprojects and provided to Human Ethics | |
| conclusion | Present results to TaRP working party | | |
| conclusion | Provide copy/link to of paper/article to Central Team | Update project blurb on START website and link to paper/article | |