

## Dates for HMSS Ethics Application submissions - 2009

Meeting Number	Date to J Blitvich (by 4pm)	Return to applicant (10am)	Corrections check to J Blitvich (10am)	Date to Ethics Committee	Date of Ethics Committee	Full or Sub-Committee
FM 1/09	Jan 19	Jan 21	Jan 23	Tues 27 Jan	Thurs 5 Feb	Full
SCM 1/09	Feb 9	Feb 11	Feb 13	Mon 16 Feb	Thurs 26 Feb	Sub-Committee
FM 2/09	March 2	March 4	March 6	Tues 10 March	Thurs 19 March	Full
SCM 2/09	March 23	March 25	March 27	Mon 30 March	Thurs 9 April	Sub-Committee
FM 3/09	April 6 (1 week early - Easter)	April 8	April 9 (Thurs)	Mon 20 April	Thurs 30 April	Full
FM 4/09	May 4	May 6	May 8	Mon 11 May	Thurs 21 May	Full
FM 5/09	May 25	May 27	May 29	Mon 1 June	Thurs 11 June	Full
SCM 3/09	June 15	June 17	June 19	Mon 22 June	Thurs 2 July	Sub-Committee
FM 6/09	July 6	July 8	July 10	Mon 13 July	Thurs 23 July	Full
SCM 4/09	July 27	July 29	July 31	Mon 3 August	Thurs 13 August	Sub-Committee
FM 7/09	Aug 17	Aug 19	Aug 21	Mon 24 August	Thurs 3 Sep	Full
SCM 5/09	Sep 7	Sep 9	Sep 11	Mon 14 Sep	Thurs 24 Sep	Sub-Committee
FM 8/09	Sep 28	Sep 30	Oct 2	Mon 5 Oct	Thurs 15 Oct	Full
SCM 6/09	Oct 19	Oct 21	Oct 23	Mon 26 Oct	Thurs 5 Nov	Sub-Committee
FM 9/09	Nov 9	Nov 11	Nov 13	Mon 16 Nov	Thurs 26 Nov	Full
FM 10/09	Nov 23	Nov 25	Nov 27	Mon 30 Nov	Thurs 10 Dec	Full

\* Please Note: Early submission is required for the April meeting, due to the Easter break.

### Further instructions:

Download the relevant University of Ballarat ethics form from the following link (or go to the Research@UB page via myUB Gateway, and then to "Ethics"):

<http://www.ballarat.edu.au/ard/ubresearch/hdrs/ethics/humanethics/downloadforms.shtml>

- Please submit completed applications (word processed) to Jenny Blitvich or Tina Munro (Personal Assistant to Head of School) by Mon 4pm on the due day (see column two above). Supervisors are asked to assist their research students and to ensure that they are satisfied that the form is ready for submission.
- Applications will be ready for return to applicants on the Wednesday (see column three). They will be returned to the Principal Researcher as listed on the application. Student applicants will need to arrange to collect their applications from their advisor.
- Modified applications (along with the original with suggested corrections) are to be submitted to Jenny Blitvich (or Tina Munro) by 10am on the Friday for checking and signing by Jenny (see column four). Signed applications will be returned to the Principal Researcher. Please ensure that the applicant is available by phone in case of the need for any further corrections.
- Applicant is responsible for submission to Lauren Qunilan (9765) in the Research Office by **noon** on the following Monday (see column five). For applications submitted to "FULL" meetings, 15 double-sided copies plus the original must be submitted. Where the proposed research project is eligible to be considered at a Sub-Committee meeting, via the Expedited form, 3 double-sided copies plus the original must be submitted. To determine eligibility for a Sub-committee meeting and the Expedited application form, complete the HERC Risk Assessment Checklist (available from the link above).
- Please adhere to the above guidelines for smooth submission of your application. The Research Office will not accept late submissions.
- For further assistance, please contact Jenny Blitvich on [j.blitvich@ballarat.edu.au](mailto:j.blitvich@ballarat.edu.au) or 5327 9690.