**Ethics applications at NSW Institute of Psychiatry**

If seeking ethics approval for a project being undertaken at one or several sites, two forms may need to be completed:

- Ethics Form
- Site specific assessment form. This will be required for applications for approval for research in specific area health services.

Both these forms are available on the website: [https://ethicsform.org/Au/SignIn.aspx](https://ethicsform.org/Au/SignIn.aspx)

This site has a licensed copy of the NHMRC’s National Ethics Application Form (NEAF), as well as the NSW Health, Qld Health and Victorian Site Specific Assessment (SSA) Forms, including those relating to Low and Negligible risk (LNR).

The LNR Application form should be used when the risk to participants is no more than discomfort or inconvenience, as described in the *National Statement on Ethical Conduct in Human Research* (2007).

The NEAF Application form should be used for all applications for ethical and scientific review relating to research in which the risk to participants is more serious than discomfort, as described in *the National Statement on Ethical Conduct in Human Research* (2007).

*** NOTE: Those making multi-site applications should initially apply to the ‘lead’ ethics committee. A site specific application should be made to the NSW Institute of Psychiatry Ethics Committee immediately after feedback has been received from the ‘lead’ committee. Any emendations suggested by the ‘lead’ committee should be incorporated in the application to the NSW Institute of Psychiatry. The emended site-specific form submitted to the ‘lead’ ethics committee can be submitted to the NSW Institute of Psychiatry Ethics Committee.

Applications will be considered as soon as possible after they have been submitted.

1. **Ethics form**

Click on Create new project on the website and complete details as required. The image below provides an example of the screen you will see once you have created the project. The project in the example below is the Life in the Community Questionnaire.
If you click on the link for your project (in this example - Life in the Community), you will then be taken to the screen which will allow the completion of the Ethics Form.
Work through the form, completing all sections (as shown above) as required. You have a choice to work through the form by section or page numbering.

If you have documents that support the ethics application (e.g. evaluations, forms to be used by participants, covering letter) these can be uploaded by clicking on the Documents tab. Should you wish to transfer the ethics application to a colleague to also complete, you will need to click on the Transfer tab. However, they will need to be a registered user of the site.

The Ethics Form requires signatures from relevant authorised people. You can use the Authorisation tab to obtain these signatures, but again the person signing will need to be a registered user of the site.

Once you have completed the form, click on the Submission tab and follow the steps. The submission process currently will not submit the form to the appropriate ethics committee but it generates a code onto the form and processes your application into a completed document. You would then need to print this to obtain signatures (which may not have been available via the electronic process).
2. **Site specific assessment form**

If you have a project that will be undertaken at a specific site, you will need also to complete a Site Specific Assessment Form (SSA) - see the image below showing the navigation for the sections of the SSA. Again work through the sections (and tabs including Submission) as required to complete the form.

Both the Ethics Form and the SSA will need to be submitted to the Ethics Committee covering the site at which the project is being undertaken.