

**Research submission received**  
'Acknowledgement of Receipt' letter with fee schedule sent to researcher

**Review of submission will be undertaken**  
Risk and governance assessment commenced

**Low and Negligible Risk**  
Low/negligible risk form, site approval and accompanying documents from Checklist are reviewed

Additional information may be requested during governance review

HREC file number allocated.  
Site approval followed up if not evidenced in low/negligible risk form

Expedited review panel (ERP) established and if required, scientific expert review

Principal Researcher advised of outcome in writing.  
Outcome is either:

- Ethics approval by expedited review
- Approval pending amendments
- Referred to full HREC review (refer to 'High risk part of flow chart')

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Researchers are required to update the SVHAC HREC of amendments to the study or serious adverse events. Researchers must submit an annual update report and final report.

**High Risk**  
NEAF form and accompanying documents from Checklist are reviewed

Additional information may be requested during governance review

HREC file number allocated.  
Site approval process commenced

Scientific/expert review coordinated if required

Tabled at bimonthly HREC meeting

Principal Researcher advised of outcome in writing.  
Outcome is either:

- Further amendments required
- Ethics approval granted

Additional documents for example, indemnity paperwork, CTN/CTX forms are completed by all parties

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Researchers are required to update the SVHAC HREC of amendments to the study or serious adverse events. Researchers must submit an annual update report and final report.