

NCIS Access management

Submitting applications to the JHREC for ethics approval

This guide provides instructions and due dates for the following Justice Human Research Ethics Committee (JHREC) meeting:

4 February 2021

There are a number of steps required in the process to submit a NCIS third party research application for ethics consideration by the JHREC.

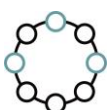
Each step has a variety of documents required and a due date for submission.

The steps required each application will depend on the data being sought.

Due dates are final and in accordance with each relevant committee's closing dates. Applications submitted after the due dates may be moved to the following JHREC meeting date for consideration.



*Applications seeking national data access must receive JHREC approval before they can apply to the Western Australian Coronial Ethics Committee (WACEC) for access to WA data. The NCIS Unit will advise applicants of the next available WACEC dates after JHREC approval is received, and the relevant documents required. Applications for only Western Australia data must complete this step first.



SUBMIT TO THE NCIS UNIT FOR REVIEW AND FEEDBACK

Due date: 11 November 2020

- The NCIS Unit generally provides one round of feedback only
- Applications received after the due date may not be reviewed for this round

| Application document | Required |
|---|----------|
| JHREC application form | ✓ |
| NCIS Appendix A form | ✓ |
| University / home organisation HREC approval (if applicable) | |
| Other data source HREC approval or support letter (if applicable) | |
| Data management plan | |
| Certificate of currency for professional indemnity | |
| Coroners Court of Victoria Research Committee endorsement letter (if applicable) | |
| Western Australian Coronial Ethics Committee approval letter (WA-only applications) | ✓ |
| NCIS Research Committee approval letter | |

REVIEW BY THE NCIS RESEARCH COMMITTEE

Due date: 25 November 2020

- Applicants are responsible for submitting the final application to the NCIS Unit
- The NCIS Unit includes finalised submission in the NRC agenda
- Additionally, applications seeking access to Tasmanian data require review by the Tasmanian Coroners Court. Applications seeking access to a single jurisdiction may require review by the relevant coroners court. This happens as part of the NRC process

| Application document | Required |
|---|----------|
| JHREC application form (fully signed) | ✓ |
| NCIS Appendix A form | ✓ |
| University / home organisation HREC approval (if applicable) | ✓ |
| Other data source HREC approval or support letter (if applicable) | ✓ |
| Data management plan | ✓ |
| Certificate of currency for professional indemnity | |
| Coroners Court of Victoria Research Committee endorsement letter (if applicable) | |
| Western Australian Coronial Ethics Committee approval letter (WA-only applications) | ✓ |
| NCIS Research Committee approval letter | |

SUBMIT TO CORONERS COURT OF VICTORIA RESEARCH COMMITTEE

Due date: 25 November 2020

- Applicable for all applications for Victorian data
- Applicants are responsible for submitting directly to the CCoV Research Committee

| Application document | Required |
|--|----------|
| JHREC application form (<u>fully signed</u>) | ✓ |
| NCIS Appendix A form | ✓ |
| University / home organisation HREC approval (if applicable) | ✓ |
| Other data source HREC approval or support letter (if applicable) | ✓ |
| Data management plan | ✓ |
| Certificate of currency for professional indemnity | |
| Coroners Court of Victoria Research Committee endorsement letter (if applicable) | |
| NCIS Research Committee approval letter | |

REVIEW BY THE JUSTICE HUMAN RESEARCH ETHICS COMMITTEE

Due date: 11 December 2020

- The NCIS Unit submits applications to the JHREC on behalf of applicants

| Application document | Required |
|--|----------|
| JHREC application form (<u>fully signed</u>) | ✓ |
| NCIS Appendix A form | ✓ |
| University / home organisation HREC approval (if applicable) | ✓ |
| Other data source HREC approval or support letter (if applicable) | ✓ |
| Data management plan | ✓ |
| Certificate of currency for professional indemnity | ✓ |
| Coroners Court of Victoria Research Committee endorsement letter (if applicable) | ✓ |
| Western Australian Coronial Ethics Committee approval letter (<u>WA-only applications</u>) | ✓ |
| NCIS Research Committee approval letter | ✓ |