AIATSIS Research Ethics Committee (REC)

Application Process

Plan your application

To assist in the planning of your application, please download the guidance document provided on the AIATSIS website. Pay close attention to the word limits provided in the document.

Initial application submission

Applicants submit their application via the AIATSIS Ethics Portal by the closing date for preliminary review. 3

Preliminary reviews

Preliminary reviews are completed within 5 business days of the initial submission date. You will be notified of the outcome of your preliminary review by email. 4

Revised application due

Revised applications are due to be submitted via the AIATSIS Ethics Portal within 5 business days of receiving preliminary review feedback. 5

Applications allocated to committee members

On successful submission of your revised application, you will be allocated to the next available meeting. No changes to documentation can be made once your application has been allocated to a meeting.

6

Meeting day

On the day of the AIATSIS REC meeting, relevant members discuss application and recommend application outcomes and any conditions, or feedback required. Outcomes finalised

Within 10 business days following an AIATSIS REC meeting the Secretariat will release outcomes and any relevant feedback to applicants. You will be notified via email.

Possible outcomes

Approved

The Secretariat will send a letter of approval to the applicant.

Approved with Conditions

Further information or amendments to the research project are required.
Feedback will be provided to the applicant.
The Applicant has one month to respond to the feedback provided.

If not submitted within the allocated time frame, the application will be considered withdrawn.

Resubmission

Major revisions are required in order for the AIATSIS REC to grant approval. Feedback will be provided to the applicant.

The Applicant has 3 months to address feedback and resubmit the application for review. Preliminary review is not required for resubmissions.

If not submitted within the allocated time frame, the application will be considered withdrawn.

Not approved

Applicant receives a letter detailing why the AIATSIS REC has not granted approval for the research project.

If applicants wish to pursue this research project further, they must recommence the process from step 1.