

AH&MRC HREC review timelines:

The following timeline guide has been developed to assist applicants when submitting a new application, annual progress report, amendment request, draft publication or enquiry for review to understand when they may expect to receive a formal letter or response. *These timelines should be considered guidance only.*

Request	< 1 Week	< 2 Weeks	< 3 Weeks	< 4 Weeks	~ 6 – 8 Weeks
New Application: A new application requires a detailed assessment by at least two reviewers and must then be tabled at an HREC meeting for a committee-wide discussion.					
Requests for further information: The request for further information requires a thorough review of an applicant's response. The review timeline is dependent on the size and complexity of the response.					
Annual Progress Report: All applicants must report the progress of their application on an annual basis.					
Amendment: All applicants must submit any changes to the project for HREC review. These changes may vary from new project members to the addition of a sub-study. Administrative amendments (change of researchers, updated CVs) will be considered in a shorter time frame. Ordinarily, larger scale amendments will only be accepted after 12 months, this includes additional sites, changing aims and objectives. Under certain circumstances, researchers may be asked to submit a new application and as such, the timeline will need to be adjusted.					
Draft Publication: Presentations/ Abstracts: All applicants must submit draft presentations, draft abstracts, draft manuscripts, and draft publications for HREC review. These documents may be short or very long, this must be considered when seeking HREC review.					
Enquiries: The Ethics Secretariat endeavours to respond to all enquiries as soon as it is received.					

Please note that all turn-around times are dependent on multiple variables, however, we endeavour to respond to and resolve issues in a timely manner.

**AH&MRC NSW Ethical Guidelines: Key Principles*