

Faculty of Health Low Risk Ethics Panel (FoH LREP) submission guide

The Faculty of Health Low Risk Ethics Panel (FoH LREP) reviews human research projects assessed as low risk.

Applications must be complete at the time of submission and are submitted by the supervisor on behalf of the research team.

Step 1: Confirm your project is suitable

Ensure your project:

- Is low risk
- Does not require HREC review

If unsure, seek advice from the Ethics Office before proceeding.

Step 2: Prepare your application documents

You must prepare a complete submission, including:

- Completed HREA form
- Participant Information and Consent Form/s
- Recruitment materials (e.g. advertisements, emails)
- Study instruments (e.g. survey, interview schedule)
- RDMP

Before submitting, check:

- Investigator names are consistent across all documents
- Supervisors and students are correctly listed
- All documents are final (not drafts)

Step 3: Supervisors must submit application

- Email the full submission to: FoH.LR-ethics@scu.edu.au

Submission requirements:

- Include all documents in one email
- Use a clear subject line (e.g. HREA# and Project Title)
- Only complete applications proceed to review
- Typical review timeframe: approximately 14 working days

Important notes

- The FoH LREP review occurs prior to submission into IRMA
- Delays most commonly occur due to:
 - Missing documents
 - Inconsistent information across forms
 - Unclear consent processes