Create a Themis account and log in to the ethics workbench

Create an ethics application. Depending on the nature of the project and the ethical issues identified, Themis will assign you to either:

**Minimal Risk**
- Complete documents and attach everything to your Themis application (normally Minimal Risk form plus one PLS and Consent Form for each participant group and other documents such as interview schedule)
- All researchers named on the project must sign the Minimal Risk form to indicate their approval and endorsement. This needs to be attached in Themis.
- The VCA HEAG reviews your application at a meeting and you will receive feedback via email within a week.
- You have one week to revise your application and resubmit on Themis.
- The VCA HEAG Chair will review your application and either ask you to make further revisions before your project can be approved, or approve your project.

**Standard Project**
- Complete documents and attach to your Themis application (normally Standard Project form plus one PLS and Consent Form for each participant group and other documents such as interview schedule)
- All researchers named on the project must sign the Standard Project form to indicate their approval and endorsement. This needs to be attached in Themis.
- The VCA HEAG reviews your application at a meeting and you will receive feedback via email within a week.
- You have one week to revise your application and resubmit on Themis.
- The VCA HEAG Chair will review your application and either ask you to make further revisions, or endorse your project at HEAG level.
- Your application will be reviewed by the central University ethics committee.
- You will receive feedback from the secretary of the central committee and may be required to revise your application. Once this committee is satisfied, your project will be approved.

**Minimal Risk Applications**
These involve projects for which participants are not subjected to stress or risk beyond what would normally be experienced in everyday life, for example: watching a performance; filling out a journal; being interviewed about their career.

**Standard Project applications**
These are medium or higher risk studies such as those with children or that involve an intervention. They can involve things like control conditions; work in environments of political unrest; participants who are vulnerable in some way; or the gathering of sensitive, personal or traumatic material.

NEED ASSISTANCE?
- Speak to your supervisor
- Meet with and run your drafts past your Faculty ethics coordinator:
  Katy Greenland
  katyg@unimelb.edu.au
- Visit the Faculty human research ethics webpage:
  http://vca-mcm.unimelb.edu.au/research/ethics

The project can commence once you have received ethics approval.