Submission guidelines for research

Element	QA/QI projects or clinical audits	Clinical case studies	Low or negligible risk (LNR) research	Full ethics review
Definition	To improve a practice or process within a particular unit or service. Often measures against pre-set standards or benchmarks.	Describes and interprets an individual case, often written in the form of a detailed story.	LNR research may involve treatments, samples, or investigations additional to routine care and the only foreseeable risk is discomfort.	Creates new knowledge and may involve treatments, samples or investigations additional to routine care.
Consent	Participant consent should be considered.	Participant consent required for: • Photos: Consent to Clinical Digital Images form (contact GCHEthics@health.gov.au for document access) • Case Study Participant Information Sheet • Case Study Consent Form	Participant consent must be obtained or a waiver of consent is requested in specific circumstances.	Participant consent must be obtained or a waiver of consent is requested in specific circumstances.
Ethics review	1. Register your project with your Quality Coordinator. 2. Do you plan to publish the results outside QLD Health? No: Start project Yes: Complete the QA/QI, Clinical Audits and The HREC form and upload and submit the documents through Ethics Review Manager on the LNR form. **Endorsement process** Endorsed as QA and HREC registered.	1. Complete the Clinical Case Study and the HREC form and upload all supporting documents on the Ethics Review Manager (ERM) LNR form. 2. Submit your full LNR application, with documents attached, through ERM. **Endorsement process** Endorsed as a Clinical Case Study and HREC registered.	**Mandatory documentation** • LNR Application Form or HREA. • Research Protocol. • Letter of support from HoD. • Other supporting documents. **Endorsement process** Endorsed after HREC review and HREC registered.	**Mandatory documentation** • Human Research Ethics Application (HREA). • Research Protocol. • Other supporting documents.
Governance review	Not required	Not required	Mandatory documentation • Site Specific Assessment (SSA) Form. • All supporting documents. **Authorisation:** Commencement of the project granted after review and authorisation.	Mandatory documentation • Site Specific Assessment (SSA) Form. • All supporting documents. **Authorisation:** Commencement of the project granted after review and authorisation.
For assistance to determine whether your project is QA/QI or research, please consult the 'Quality Improvement or Research Project?' document				

Research Ethics: GCHEthics@health.qld.gov.au **Research Governance:** GCHResearch@health.qld.gov.au