Flowchart of the JJNSW Research Approval Process

**Initial Enquiry**
Contact the RIU to discuss your research interests.
Have specific research question(s) formulated prior to contacting JJNSW.

**RIU Review #1**
Is it appropriate?
- Applicant may reconsider
- NO RIU will provide feedback

**Research Proposal**
Brief (2 page) outline including:
- research question(s),
- planned methodology,
- likely research sample,
- any costs,
- any potential risks,
- acknowledgment of commitment to apply to Aboriginal ethics committee.

**RIU Review #2**
Is it beneficial and viable?
- Applicant may reconsider / resubmit if appropriate
- NO RIU will provide feedback

**In Principle Approval**
Support granted by ED.
RIU will advise applicant and invite them to submit a full application.

**RIU Review #3**
Have all areas of application addressed and all supporting documentation provided?
- Applicant may reconsider / resubmit if appropriate
- NO RIU will provide feedback

**RESC Endorsement**
RESC recommendation of approval sent to ED.

**Research Application**
- Ensure all areas have been addressed
- Attach all relevant documentation
- Attach external (HREC) approval
- Attach AH&MRC/AIATSIS Ethics Committee approval.

**RIU**
- Will seek endorsement of Director, Statewide Ops, and recommend that the Executive Director grant ‘in-principle’ support for the proposed project.
- Will submit the application and supporting documents to the RESC for endorsement.

**Key**
- Research and Information Unit (RIU) reviews
- Paperwork to be submitted by applicant
- Research and Evaluation Steering Committee (RESC) endorsement
- Executive Director (ED) approvals

**Research Agreement**
- Applicant returns 2 copies of the Research Agreement
- ED co-signs 2 copies of Research Agreement

**Approved**
Project approved by ED.
RIU will advise applicant and send 2 copies of Research Agreement to be signed.

**Approval to Commence**
A formal letter of Approval will be signed by the ED and provided to applicant with a signed copy of Research Agreement.

Implementation of the research cannot begin until this formal letter of approval has been received from the Executive Director of JJNSW.

**Ongoing Coordination and Implementation**
RIU will coordinate the administration for research projects within JJNSW (including contacting proposed centres/community offices to inform them of the approach by the approved researcher).
RIU will monitor the progress of the research against the project time line provided by the researcher. You will be asked to provide progress reports to the RIU, on a six monthly basis.
If there are problems faced during the implementation of the research project, the researcher is encouraged to contact the RIU to attempt resolution of these problems.

The ED, via the RIU and RESC, must approve any proposed change to the research project or methodology, as well as any publication or presentation of research findings.

**Updated: June 2018**