The term workflow is used to describe the tasks, procedural steps, and people involved in a business process. The Human Research Ethics Online Coversheet uses an automated workflow to ensure each step of the business process is completed and to track an application.

There are several types of human research ethics applications to request both approval and exemptions, each with a different workflow.

For information on the ‘types’ of human research ethics applications see the Office of Research Ethics and Integrity website (http://www.orei.qut.edu.au/human/applying.jsp)

**Workflow for Negligible/Low Risk and Committee applications**

The QUT Project Supervisor may start the process

*UHREC = University Human Research Ethics Committee. UHREC delegates include: Faculty Low Risk Panels and Chair, UHREC

**Workflow for human ‘administrative review’ applications**

**Workflow for human ‘exempt’ applications**

Please turn the page
If any changes are requested during the workflow, who does the coversheet go to?

Answer: it will return to the person who created the coversheet

If the Creator ≠ QUT Project Supervisor (i.e. Creator is a student or Research Assistant)

- The coversheet returns to the Creator (e.g. Student or Research Assistant) and a notification email is sent to the Project Supervisor
- The Project Supervisor can view the feedback and talk to the Creator about how to best address the requested changes
- See Responding to feedback – Human Research Ethics Online Coversheet for technical guidance on how to resubmit your application

If the Creator = QUT Project Supervisor

- The coversheet returns to the Project Supervisor to make the requested changes
- See Responding to feedback – Human Research Ethics Online Coversheet for technical guidance on how to resubmit your application