

The National Ethics Application Form (NEAF)

Quick reference map

This is a listing of all sections in NEAF. The sections you will be required to answer will depend on the type of research you are undertaking.

Administrative Sections

section 1:

Title and Summary of project

- 1.1 Title
- 1.2 Description of the project in plain language

section 2:

Researchers / Investigators

- 2.1 Chief Researcher(s) / investigator(s)
- 2.2 Principal researcher(s) / investigator(s)
- 2.3 Associate researcher(s) / investigator(s)
- 2.4 Contact
- 2.5 Other personnel relevant to the research project
- 2.6 Certification of researcher(s) / investigator(s)
- 2.7 Training of researcher(s) / investigator(s)

section 3:

Resources

- 3.1 Project Funding / Support
- 3.2 Duality of interest

section 4:

Prior Reviews

- 4.1 Ethical Review
- 4.2 Research conducted overseas
- 4.3 Peer review

Ethical Review Sections

section 5:

Project

- 5.1 Type of research
- 5.2 Research plan
- 5.3 Benefits/risks
- 5.4 Monitoring

section 6:

Participants

- 6.1 Research participants
- 6.2 Participant description
- 6.3 Participation experience
- 6.4 Relationships of researcher(s)/ investigator(s) to participants
- 6.5 Recruitment
- 6.6 Consent process

section 7:

Participant Specific

- 7.1 Participants whose primary language is other English (LOTE)
- 7.2 Children or young people
- 7.3 People with a cognitive impairment, an intellectual disability or a mental illness
- 7.4 People in dependent or unequal relationships
- 7.5 People in other countries
- 7.6 Women who are pregnant and the human foetus

section 8:

Confidentiality/Privacy

- 8.1 Do privacy guidelines need to be applied in the ethical review of this proposal?
- 8.2 Using information from participants
- 8.3 Storage of information about participants during and after completion of the project
- 8.4 Ownership of the information collected during the research project and resulting from the research project
- 8.5 Disposal of the information
- 8.6 Reporting individual results to participants and others

section 9:

Project Specific

- 9.1 Type of research / trial
- 9.2 Clinical research
- 9.3 Research involving ionising radiation
- 9.4 Research involving Human Embryos or Gametes
- 9.5 Research involving the collection and/or use of human samples
- 9.6 Research involving genetic testing/genetic research
- 9.7 Research involving Aboriginal and Torres Strait Islander Peoples
- 9.8 Research on workplace practices or possibly impacting on workplace relationships
- 9.9 Research conducted overseas
- 9.10 Research involving stem cells



Australian Government

National Health and Medical Research Council
Australian Research Council

The National Ethics Application Form (NEAF)

www.neaf.gov.au



What is NEAF?

NEAF is a web-based tool that has been developed to assist researchers of all disciplines to complete research ethics proposals for submission to Human Research Ethics Committees (HRECs), and to assist HRECs to consistently and efficiently assess these proposals. It has been designed to meet the requirements of relevant guidelines with the aim of increasing the efficiency and quality of the ethical review process for all parties involved.

Why has NEAF changed?

NEAF has undergone revision to coincide with changes to the National Statement on Ethical Conduct in Human Research that was released in 2007. In addition to these changes, user feedback has provided opportunity to improve NEAF to be more suitable for both user and HREC needs. To this end, the order in which NEAF questions appear has changed significantly. The number of NEAF questions has also changed significantly in an effort to reduce repetition and provide a more streamlined ethics form.

What's new in NEAF v.2.0?

A document outlining the major changes and differences between NEAF v.1.1 and v.2.0 is located on the NEAF website (www.neaf.gov.au).

Does NEAF v.2.0 work the same as NEAF v.1.1?

The overall functionality of NEAF will remain similar to NEAF v.1.1 as will most general features such as logging in, invite user, copy, save, print and access to guideline reference material. Although questions in NEAF v.2.0 have been set out differently and some questions removed altogether, the dynamic mode of answering questions in a proposal will remain the same.

Once registered with NEAF, you may log on at any time. NEAF is provided in a secure IT environment. It allows you to complete a research ethics proposal over a period of time – allowing you to start and save a proposal to come back to later. Because NEAF is dynamic, you only see questions relevant to your research proposal – making the process quicker and more efficient for researchers.

NEAF allows you to identify more than one HREC that you will be submitting your proposal to, allowing you to complete one proposal to submit to more than one HREC. This will remove the need for researchers to prepare multiple application forms and means that all HRECs receive identical information about the proposal.

NEAF users may invite other users to edit or read their proposals through NEAF. For example, you may wish to invite a co-investigator or supervisor to view your proposal.

What is the NSW Health Ethics Form and the QLD Health Ethics Form?

Both NSW Health and Queensland Health have licenced copies of the NHMRCs NEAF. The licenced copies are administered individually by the respective state department. The forms may include minor differences in comparison to NEAF, but ultimately will address the same ethical issues as required for ethical approval. If you are unsure which form you need to use for your ethics application, it is recommended you contact your HREC to determine which form they will accept.

More information

Detailed information on how to use NEAF is provided on-line once you have registered. If you experience any difficulties, your first point of reference should be the on-line Quick Start Guide, Help and Frequently Asked Questions (FAQs) list. However, if you are unable to obtain a resolution this way, additional support is available by emailing neafassist@nhmrc.gov.au or by telephoning NEAF Assist on 1800 823 993 (operating hours: 9am-5pm, Monday to Friday).