



AIS Research Submission Process

Version 3

24th April 2024

Prepared by

Julie Kendrick

Research & Development Administrator
Strategy, Insights and Innovation Group

Table of Contents

Document Change Control	2
GLOSSARY OF TERMS	2
1. INTRODUCTION	3
2. AIS RESEARCH SUBMISSION PROCESS	3
2.1 Figure 1: AIS research submission process	4
2.2 AIS Research Submission Process Explanatory Notes	5
Stage 1: AIS Research Review Committee Review	5
Stage 2: Adjustment	5
Stage 3: AIS Ethics Committee Review	6

Document Change Control

Version	Date	Author(s)	Summary of Change(s)
1	8 May 2020	AIS Research Review Committee and AIS Ethics Committee Secretariat	Initial version.
2	4 June 2020	AIS Research Review Committee and AIS Ethics Committee Secretariat	Amendments to explanatory notes and minor word changes.
3	24 April 2024	AIS Research Review Committee and AIS Ethics Committee Secretariat	Updated Reference to National Statement on Ethical Conduct in Human Research 2023

Glossary of Terms

- The “National Statement” : the Australian National Health and Medical Research Council’s *National Statement on Ethical Conduct in Human Research 2023*.
- The RRC: The Australian Institute of Sport Research Review Committee
- The EC: The Australian Institute of Sport Ethics Committee



1. Introduction

The National High Performance Sport System (NHPSS) regularly engages with researchers to conduct or facilitate studies that align with the NHPSS strategic objectives. The AIS requires that research carried out within the NHPSS fulfils the requirements of the Australian National Health and Medical Research Council's *National Statement on Ethical Conduct in Human Research 2023*. Two AIS Committees are positioned to verify adherence to the National Statement:

- The AIS Research Review Committee (RRC)
- The AIS Ethics Committee (EC).

The specific objectives and membership of these two committees are detailed in their respective Terms of Reference. The AIS **research submission process** outlines the order of engagement between the researcher and the two AIS Committees, and the responsibilities of each party throughout the process.

2. AIS Research Submission Process

The researcher is invited to engage with the RRC as early as possible to initiate the research submission process. The workflow of the research submission process is illustrated in Figure 1 and explanatory notes are provided in Section 2.2.



2.1 Figure 1: AIS research submission process involving the researcher(s), the AIS Research Review Committee (RRC) and the AIS Ethics Committee (EC).



2.2 AIS Research Submission Process Explanatory Notes

Stage 1: AIS Research Review Committee Review

- 1.1 A researcher should make submissions to the RRC as early as possible.
- In the first instance, a fully completed Ethics Committee submission form is submitted.
 - If the applicant requires ethics review at the next upcoming EC meeting, Stage 1.1 must be completed no later than **4 weeks** prior to that meeting, unless otherwise agreed by the RRC Chair.
 - Submissions (as Word Documents) should be sent to:
researchreview@ausport.gov.au
- 1.2 The RRC will review the submission against the criteria set out by the RRC in their Terms of Reference.
- Comments relating to required amendments or feedback will be made electronically using Microsoft Word.
 - The RRC may contact the researcher to clarify points of review.
- 1.3 The RRC will summarise their review in Section 2 of the AIS RRC review form.
- If the RRC endorses the submission, the RRC Chair will sign off on the RRC review form and the researcher will proceed to Stage 2.4.
 - If amendments are required, the EC submission and the RRC review forms are returned to the researcher with feedback clearly identifying the areas of concern.
- 1.4 The RRC aims to respond within **1 week** of receiving the submission.

Stage 2: If Amendments are Required

- 2.1 The researcher addresses the RRC's concerns by:
- a. making all of the recommended changes to their EC submission, or
 - b. making some of the recommended changes and rebutting other RRC comments, or
 - c. rebutting all of the recommended changes.
- The researcher must use Section 3 of the RRC review form to indicate how the RRC comments have been addressed.
 - After making an amendment to their EC submission, a researcher may mark a relevant RRC comment as "resolved" but **must not delete** the comment. Alternatively, the researcher may rebut an RRC comment by replying to the comment.
- 2.2 Both revised forms should be sent to: researchreview@ausport.gov.au
- 2.3 The RRC will conduct a second and final review of the forms.
- The RRC may make additional contact with the researcher to clarify points of review.



- The RRC will delete Microsoft Word comments that have been satisfactorily resolved or rebutted.
- If the RRC endorses submission to the EC, the RRC Chair will sign off on the RRC review form.
- The final EC submission may include RRC comments that have been rebutted by the researcher and are retained by the RRC for the EC to view.

2.4 The researcher is advised of one of the following outcomes:

- The final EC submission is approved by the RRC for submission to the EC together with the signed RRC review form.
- Submission to the EC is not endorsed by the RRC and Stage 1 or 2 of the research submission process must be repeated.

Stage 3: AIS Ethics Committee Review

3.1 Both forms must be submitted (as Word Documents) to: ethics@ausport.gov.au

- Stage 3.1 must be completed no later than **2 weeks** prior to the next upcoming EC meeting unless otherwise agreed by the EC Chair.
- Submissions not accompanied by a signed RRC review form will not be considered and the researcher will be notified.

3.2 The EC will conduct an ethics review and comment on the submission.

- Submissions are reviewed at the EC meeting unless otherwise agreed by the EC Chair that the submission may be reviewed out of session.
- Comments relating to required amendments or feedback will be made electronically using Microsoft Word. The RRC Chair will make themselves available to the EC during the meeting if required, for clarification on any submission.
- The researcher will be asked to make themselves available for questioning at the EC meeting.

3.3 The researcher is advised of one of the following outcomes:

- The EC submission is approved.
 - The EC Secretary will provide the researcher with formal letter of approval, including approval number. The research can then commence according to the agreed ethical research plan.
- Further amendments to the Ethics submission are required.
 - The EC Secretary will advise the researcher that Stage 3 must be repeated and will specify the amendments to be made or additional information to be supplied.
 - Resubmissions will be assessed at the next EC meeting, unless a request is made for out-of-session approval.



For any enquiries relating to the AIS research submission process, please contact Julie Kendrick:

ethics@ausport.gov.au

(02) 6214 7884





[AIS.gov.au](https://ais.gov.au)



@theAIS #theAIS

Leverrier Street Bruce ACT 2617
PO Box 176 Belconnen ACT 2616
+61 2 6214 1111