

Guidelines for Responding to Committee Feedback

Feedback Response Deadline:

Your responses to the Committee's feedback must be submitted within six months of receiving the Committee's decision. Failure to address the feedback within this period will result in your application being considered withdrawn.

Response Format:

Please consolidate your responses to the Committee's feedback into a single PDF document. Ensure that you clearly highlight the relevant sections in your study protocol or any other part of the application. Name your document as follows: YYYY-MM-DD_AHREC_last 4 digits of application number_RE

Example: 2024-02-22_AHREC_XXXX_RE

Document Structure:

Below is a suggested structure for your response document. This is a guide; please adjust as necessary.

Committee Feedback	Your Responses	Application Updated	Additional Changes – Please Specify
Point 1:	Provide a clear response, including any actions taken or proposed changes.	Clearly indicate specific page number(s) or sections in the protocol, consent form, or any relevant part of the application where updates have been made.	E.g., Letter of Support Attached
Point 2:	[Your detailed response]	[Page/Section updated]	[Specify any additional changes]
Point 3:	[Your detailed response]	[Page/Section updated]	[Specify any additional changes]

If you have any questions, please email us at research@ahcsa.org.au.