



## Appendix C - NHMRC guideline approval checklist

Guideline developers seeking NHMRC approval must submit an estimated timeline of key milestones to NHMRC before starting their guideline development process. These key milestones are marked in blue and with an asterisk (\*).

This checklist helps developers estimate key milestone dates and ensure important steps in the approval process are completed.

Please record the estimated date next to each key milestone before starting and update it whenever there are changes. Please email to NHMRC at [clinicalguidelines@nhmrc.gov.au](mailto:clinicalguidelines@nhmrc.gov.au).

#	Activity or key milestone (highlighted in blue)	Timeline considerations	Estimate date
<b>Meet with NHMRC to discuss your guideline and its potential eligibility for approval</b>			
1	Register your proposed guideline with NHMRC	Allow 4 weeks for NHMRC to respond	
<b>Meet with NHMRC to discuss the approval process and any sensitivities or risks related to your guideline</b>			
2	Submit an estimate timeline of key milestones to NHMRC		
3	*Complete recruitment of the guideline development group		
4	*Undertake a systematic search for evidence	The latest date of the publication period covered by the searches must be within 12 months of the first day of public consultation and 20 months of the submission of the final draft guideline to NHMRC for approval.	

#	Activity or key milestone (highlighted in blue)	Timeline considerations	Estimate date
5	Submit a Progress Report to NHMRC	<i>When?</i> Six months before the start date of the public consultation	
<b>Meet with NHMRC to discuss the requirements for public consultation</b>			
6	Notify NHMRC of the public consultation dates	<i>When?</i> At least 2 weeks before the start date of the public consultation	
7	Provide NHMRC with the draft guideline, administrative and technical reports/information	<i>When?</i> At least one week before the start date of the public consultation	
8	Publish a notice of public consultation	This notice must specify the last day you will accept submissions: this must be at least 30 days after the notice is first published	
9	*Release the guideline for public consultation	Public consultation period must be at least 30 days	
<b>Meet with NHMRC to discuss the final submissions of your guideline and NHMRC Council meeting requirements</b>			
10	Confirm with NHMRC your planned submission date for consideration of NHMRC approval	<i>When?</i> At least 8 weeks prior to planned submission date	

#	Activity or key milestone (highlighted in blue)	Timeline considerations	Estimate date
11	*Submit the draft guideline for NHMRC approval	<b>When?</b> At least 8 weeks prior to the Council meeting at which you request the draft guideline to be considered	
12	Council meeting at which your draft guideline to be considered. <i>(You may be asked to attend the Council session at which your guideline is considered to respond to comments from members)</i>	Council meetings are typically held three times a year, in March, July and November	
13	Receive final decision on the approval of your guideline from NHMRC	Allow 4 weeks after Council meeting to receive the final decision	
14	Publish and disseminate your guideline	<b>When?</b> Within 16 weeks of the date of approval stated in the NHMRC official notification	