



Guidance Note on developments affecting the [2012 Certification Handbook](#)

Affected Sections	Relevant Developments
Section 1 – Introduction	<ul style="list-style-type: none">Human Research Ethics Portal (HREP) (http://hrep.nhmrc.gov.au/) no longer available. Please see: https://www.nhmrc.gov.au/research-policy/ethics/national-certification-scheme-ethics-review-multi-centre-researchAdditional guidance documents found at: https://www.nhmrc.gov.au/research-policy/ethics-and-integrity
Section 2 – Application process	<ul style="list-style-type: none">The certification application process is currently under review. Before commencing steps to apply for certification, please contact HREC.admin@nhmrc.gov.au for further advice.
Section 3 – Desktop and onsite assessment	<ul style="list-style-type: none">The certification application process is currently under review. Before commencing steps to apply for certification, please contact HREC.admin@nhmrc.gov.au for further advice.
Section 4 – Reporting obligations	<ul style="list-style-type: none">Annual reporting is currently conducted through the ORIMA Research portal.4.2 – KPI requirements remain unchanged. Note: State requirements may supersede advice provided in this section.



Section 5 – Suspension and revocation	<ul style="list-style-type: none">• Continuous Certification was introduced on 1 July 2020.• Reinstatement of certification following revocation can now occur after a period determined by the NHMRC on a case by case basis. Further advice on the process will be provided as required.• 5.1.1 – the HREA has replaced the NEAF for ethics review submission.
Section 6 – Renewal of Certification	<ul style="list-style-type: none">• Continuous Certification has replaced the process of certification renewal.• The desktop assessment, previously completed at renewal, has been replaced with periodic monitoring. Monitoring requests may vary over time and will be communicated to institutions in advance. Ongoing monitoring will continue to align with the Assessment Criteria outlined in Appendix 9.1.• Changes to categories included under an institution’s certification is possible, please contact HREC.admin@nhmrc.gov.au for further advice.
Section 7 – Complaints handling under the National Certification Scheme	<ul style="list-style-type: none">• 7.1 – Current contact details to appeal decisions made under the Certification Scheme are: Attention: The Director, Ethics and Integrity Section hrec.admin@nhmrc.gov.au• 7.2 – Current link to the website list of certified institutions can be found here.• 7.3 – NHMRC Complaints Policy: https://www.nhmrc.gov.au/about-us/resources/nhmrc-complaints-policy

Last Updated: 28 October 2020