**Research Procedures**

## These procedures are developed in conjunction with the Research Policy

To conduct a research project:

1. Consult with Head of Department, Education Quality, and submit an application to [EducationQuality@cit.edu.au](mailto:EducationQuality@cit.edu.au). Forms are available on the [CIT intranet](https://citeduau.sharepoint.com/sites/education/SitePages/Research.aspx) or by request.
2. If the application is not accepted at any point of the assessment, the applicant will be informed in writing and a revised application may be submitted.
3. If the application meets CIT requirements at this point, Education Quality Advisors will:
   1. do a risk assessment
   2. determine whether assessment by the Ethics Committee is needed and action accordingly
   3. decide whether it requires Deputy Chief Executive approval and action accordingly.
4. If the application is approved:
   1. the applicant is informed in writing
   2. The research database is updated and an approval reference number generated
   3. The applicant is informed in writing that the research project may commence
5. Further details may be obtained from the CIT Research Handbook.

