**SINGLE SITE LOW RISK APPLICATION CHECKLIST**

Refer to the [Ethics & Research Governance](https://www.alfredhealth.org.au/research/ethics-research-governance/ethics-applications/single-site-low-risk-applications) website for further information.

This checklist is a guide for researchers and doesn’t need to be included with the application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Document to be used in the project** | **Yes** | **No** | **N/A** |
| Data collection sheet | **[ ]**  | **[ ]**  | **[ ]**  |
| Questionnaire/s | **[ ]**  | **[ ]**  | **[ ]**  |
| Participant Information Sheet | **[ ]**  | **[ ]**  | **[ ]**  |
| Participant Information & Consent Form | **[ ]**  | **[ ]**  | **[ ]**  |
| Cover letter &/or email (to participants) | **[ ]**  | **[ ]**  | **[ ]**  |
| Advertisement | **[ ]**  | **[ ]**  | **[ ]**  |
| Flyer &/or brochure | **[ ]**  | **[ ]**  | **[ ]**  |
| Other (specify) | **[ ]**  | **[ ]**  | **[ ]**  |
| **Additional application documents** | **Yes** | **No** | **N/A** |
| Health Information Services request (for medical records) | **[ ]**  | **[ ]**  | **[ ]**  |
| Data & Analytical Services form (for REDCAp etc.) | **[ ]**  | **[ ]**  | **[ ]**  |
| IT Security review application/approval | **[ ]**  | **[ ]**  | **[ ]**  |
| Biospecimen Addendum to Low Risk Form | **[ ]**  | **[ ]**  | **[ ]**  |
| Research Agreement | **[ ]**  | **[ ]**  | **[ ]**  |
| Ethics & Governance payment form | **[ ]**  | **[ ]**  | **[ ]**  |
| Other (specify) | **[ ]**  | **[ ]**  | **[ ]**  |

**SUBMITTING YOUR APPLICATION:**

* Email the single site low risk application and relevant documents to **research@alfred.org.au**
* In the subject field, type “Project for low risk ethical review”, followed by your last name
* Attach all documents as separate documents (not joined into one PDF)