**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.

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| --- | --- | --- | --- |
| **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**](mailto: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)