

Please complete this checklist, include with your ethics application submission and email to the Research Review and Governance Committee (RRGC) coordinator (rogrin@boltonclarke.com.au)

Title of research project:

Name of contact researcher for this proposal:

Are the following included in your application?

Cover letter (which includes listing of attachments)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
One page summary of project in plain language	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Study protocol	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
NHMRC HREA output form or equivalent including required signatures (please make sure it is not in draft form)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Previous HREC approval letters if applicable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Participant Information and Consent Form(s) using the relevant Bolton Clarke templates	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Funding details	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
All additional attachments	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
All documents have been pdf'd, have page numbers, and are listed according to the order in which they should be reviewed by the committee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

BCRI office use only

Attached RRGC review completed documents:

- Research project overview
- Research proposal evaluation forms
- Business stream leader(s) evidence of approval