

Checklist for attachments for ethics approval applications

A. Checklist for attachments for a single study research ethics approval application (Research using Human Participants):

	Document	Tick if attached	Comment
1	Cover letter that indicates the title, researcher(s), the type of research ethics application, which documents are attached, and that adds any explanations to clarify your application		
2	Executive summary of the project (150 words only)		
3	Proposal approved by a scientific/proposal committee		
4	An ethics application form		
5	Informed consent documentation and checklist (if collaborative study, informed consent from all the centres OR if an affiliated study, the original informed consent documentation of the original study)		
6	Advertisements or recruitment materials		
7	Questionnaire(s); interview schedule for interviews or focus groups		
8	Approval letter of the study by the scientific committee / CAD		
9	2-page narrative CVs of all the researchers in the project		
10	Proof of ethics training over the past three years for all the researchers in the project		
11	Permission letters from governing bodies to conduct the research		
12	Goodwill permission letters		
13	Any other applicable documentation, e.g. MOU, contracts with collaborators/laboratories, permits, etc.		
14	Signed NWU code of conduct for researchers for each team member		
15	Signed statistical consultation form		
16	Submitted as hard or scanned copies: Printed and signed pages of the ethics application form for the declarations by the project leader, statistical consultation services, director of the research entity		
17	Checklist of attachments		
If applicable:			
18	Confidentiality agreement		

19	Indemnity form		
20	Permission from the project leader if a study is done as an affiliated study under another study or a sub-study under a larger study		

B. Checklist for attachments for a systematic review research ethics approval application (Literature study):

	Document	Tick if attached	Comment
1	Cover letter that indicates the title, researcher(s), the type of research ethics application, which documents are attached, and that adds any explanations to clarify your application		
2	Executive summary of the project (150 words only)		
3	Proposal approved by a scientific/proposal committee		
4	A systematic review ethics application form		
5	Approval letter of the study by the scientific committee		
6	2-page narrative CVs of all the researchers in the project		
7	Proof of ethics training over the past three years for all the researchers in the project		
8	Signed NWU code of conduct for researchers for each team member		
9	Submitted as hard or scanned copies: Printed and signed pages of the ethics application form for the declarations by the project leader, statistical consultation services, director of the research entity		
10	Checklist of attachments		

Ethical training

Ethical training on the web-page of 1) **TRREE** or 2) **MACQUIRIE UNIVERSITY**. Register online (TRREE or Macquirie) to receive/print/save ethics certificates.

1) TRREE web page: (<http://elearning.trree.org/mod/page/view.php?id=70>)

TRREE Research Ethics modules:

1. *Module 1 Introduction to research ethics
2. *Module 2.1 Research ethics evaluation
3. *Module 3.1 Informed consent
4. *National supplement for South Africa

2) MACQUIRIE UNIVERSITY:

Human Research Ethics for the Social Sciences and Humanities web page: (http://www.mq.edu.au/ethics_training/index.php)