

Electronic Submission of Research Applications

The Research Ethics & Governance (REG) office requires all submission documents to be submitted electronically (to rch.ethics@rch.org.au) along with a hard copy of the complete application.

In order to ensure the electronic filing process is consistent and workable and documents are easily retrieved, researchers are required to label their documents in a simple prescribed format prior to emailing them to the Ethics office. Documents received that are not labelled in this format will be returned to the sender for relabeling.

The required format is:

1. Document type (with the name in brackets if applicable)
2. Version number (if applicable)
3. Date (in the format dd.mm.yy) i.e. the last date the document was worked on

Examples:

New Applications

Application Forms

HREA dd.mm.yy

SSA dd.mm.yy

Vic Specific Module dd.mm.yy

Supporting Documents

Cover Letter dd.mm.yy

REG Application Coversheet dd.mm.yy

Protocol v1 dd.mm.yy

P/GIS (name of group if more than 1) v1 dd.mm.yy

PIS (name of group if more than 1) v1 dd.mm.yy

i.e. PIS (Active treatment) v1 dated 01.01.11; or PIS (Control) v1 dated 01.01.11

Investigator Brochure v1 dd.mm.yy

Questionnaire (Name/Visit) Validated OR v1 dd.mm.yy

i.e. Questionnaire (WASI) Validated; or Questionnaire (Visit 1) v1 dated 01.01.11

Flyer (use if applicable) v1 dd.mm.yy

Diary (visit/day) v1 dd.mm.yy

Regulatory Documents

CTRA

Indemnity (RCH or MCRI)

CTN (RCH/MCRI)

Other submissions

Amendment Form dd.mm.yy

Change of Investigator Form dd.mm.yy

Reporting

Annual Report dd.mm.yy

Final Report dd.mm.yy

Final Letter dd.mm.yy

SSI (Internal/External) dd.mm.yy

USM dd.mm.yy

Annual Safety Report dd.mm.yy

If you have any queries with regard to the above please do not hesitate to contact the Ethics office on 9345 5044 or rch.ethics@rch.org.au.