

Checklist for Submission to the Perinatal Academic Group (PAG):

Please email an **electronic version** of the documents listed, including supporting documents to Anne.Lainchbury@health.nsw.gov.au.
Include the full project title, Principal Investigator, contact person and site.

Please only send a paper copy of original signatures where relevant.

You will receive a confirmation email. The outcome of your application to PAG will be notified in the PAG letter.

Please refer to the meeting schedule and PAG letter template on the <http://www.seslhd.health.nsw.gov.au/POWH/researchsupport/applications.asp>.

Please submit the required documents to PAG one week prior to the PAG closing date.

You can make an appointment to discuss your application by contacting the PAG on Anne.Lainchbury@health.nsw.gov.au.

1. Internal /Local Research:

NO HARD COPIES REQUIRED

| Documents Required | Send by email only | Completed |
|--|--------------------|-----------|
| Cover letter indicating: <ul style="list-style-type: none"> • HREC reference number if available • List of supporting documents specifying version number and date | 1 | |
| Study Protocol Include in the footer on every page: version number, date and page number (e.g. Page 1 of 2). | 1 | |
| Participant Information Sheet & Consent Form Include in the footer on every page: version number, date and page number (e.g. Page 1 of 2). | 1 | |
| Questionnaire(s) Include all questionnaires developed specifically for your project. Validated, published tools are not required but must be listed in the protocol. Include in the footer on every page: version number, date and page number (e.g. Page 1 of 2). | 1 | |
| Site Specific Assessment (SSA) Include in the footer on every page: version number, date and page number (e.g. Page 1 of 2). | 1 | |
| Other documents Such as letters of introduction, interview topics, telephone scripts, advertising materials, patient diaries, fliers. Include in the footer on every page: version number, date and page number (e.g. Page 1 of 2). | 1 | |
| Completed Checklist | 1 | |

2. External Research with External Ethics:

NO HARD COPIES REQUIRED

| Documents Required | Send by email only | Completed |
|---|--------------------|-----------|
| Cover letter indicating: <ul style="list-style-type: none"> • HREC reference number if available • List of supporting documents specifying version number and date | 1 | |
| Site Specific Assessment (SSA) Include in the footer on every page: version number, date and page number (e.g. Page 1 of 2). | 1 | |
| Completed Checklist | 1 | |

3. Low/negligible Risk Research:

Applications for low and negligible risk research (LNR) are submitted to the HREC on the [Low and Negligible Risk \(LNR\) Research Application Form](#), which is available from the [Online Forms](#) website. If you are a first-time user of the Online Forms website, a short [step-by-step instruction sheet](#) has been prepared to assist you to complete the LNR Forms

On <http://www.seslhd.health.nsw.gov.au/POWH/researchsupport/lowriskapplications.asp>.

Please note the following information when submitting the documents to PAG:

- All LNR Applications must be accompanied by a separate study protocol. This need not be a lengthy document, but needs to provide sufficient detail regarding the aim, background methodology, etc. of your proposal.
- A Site Specific Assessment (SSA) Form is now required for all LNR applications. The LNR SSA Form is also available via the [Online Forms](#) website.
- Researchers are requested to submit the copy of the LNR Application Form and the LNR SSA **at the same time to PAG.**

NO HARD COPIES REQUIRED

| Documents Required | Send by email only | Completed |
|---|--------------------|-----------|
| Cover letter indicating: List of supporting documents specifying version number and date | 1 | |
| Site Specific Assessment (SSA) Include in the footer on every page: version number, date and page number (e.g. Page 1 of 2). | 1 | |
| Copy of the LNR Form All the copies of LNR Applications must be accompanied by a separate study protocol. This need not be a lengthy document, but needs to provide sufficient detail regarding the aim, background methodology, etc. of your proposal. | 1 | |
| Completed Checklist | 1 | |