Please complete this checklist, include with your ethics application submission and email to the Research Review and Governance Committee (RRGC) coordinator (research@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)	☐ Yes	☐ No	
One page summary of project in plain language	☐ Yes	☐ No	
Study protocol	☐ Yes	☐ No	
NHMRC HREA output form or equivalent including required signatures (please make sure it is not in draft form)	☐ Yes	☐ No	
Previous HREC approval letters if applicable	☐ Yes	☐ No	☐ N/A
Participant Information and Consent Form(s) using the relevant Bolton Clarke templates	☐ Yes	☐ No	☐ N/A
Funding details	☐ Yes	☐ No	☐ N/A
All additional attachments	☐ Yes	☐ No	☐ 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	☐ Yes	☐ No	

BCRI office use only

Attached RRGC review completed documents:

Research project overview

Research proposal evaluation forms

Business stream leader(s) evidence of approval