

1.	Information Sheet for Participants (ISP) and Consent Form
	<p>(Please review the CDU-HREC Guidelines for ISP and Informed Consent. Please use the CDU-HREC Template for ISP and Informed Consent)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current CDU letterhead with full contact details <input type="checkbox"/> Full official title of the project included on both the ISP and Consent form <input type="checkbox"/> “This Is yours to keep” statement included, or equivalent <input type="checkbox"/> If HDR project, the research supervisor is introduced as the PI and is accountable for all details of the study, and the student is introduced as the student (NOT the PI) <input type="checkbox"/> Include contact details of main researchers <input type="checkbox"/> Identification of all possible risks <input type="checkbox"/> Written in clear, succinct, plain English and directed towards the participants <input type="checkbox"/> Includes statement to direct concerns and complaints to CDU-HREC with correct contact details <input type="checkbox"/> Includes “This Means You Can Say NO” statement / Consent for ALL procedures <input type="checkbox"/> Ability for participant to consent to ALL data collection procedures individually (e.g. audio recording videotaping, interviews)
2.	Application
	<ul style="list-style-type: none"> <input type="checkbox"/> All relevant answers have been completed <input type="checkbox"/> Research protocol/plan attached, if proposal has not been previously peer reviewed (e.g., through Confirmation of Candidature of research by assessors for a funding body that has awarded a grant for the project)
3.	HDR candidates
	<ul style="list-style-type: none"> <input type="checkbox"/> Primary research supervisor is the Principal Investigator (PI), HDR student is listed as student <input type="checkbox"/> Confirmation of Candidature (CoC) approval and date included.
4	Research team
	<ul style="list-style-type: none"> <input type="checkbox"/> Contact details and qualifications are complete including staff and student numbers. <input type="checkbox"/> The PI is appropriately qualified and experienced, and is a CDU staff member or has an honorary appointment
6.	Section 15 – Application Declaration
	<ul style="list-style-type: none"> <input type="checkbox"/> Project title included in all applicable areas <input type="checkbox"/> Risk level checked <input type="checkbox"/> Signed and dated by PI and (student if HDR project)
7.	Section 16 – Authorising Officer Declaration

	<input type="checkbox"/> Project title to be included on the declaration <input type="checkbox"/> All relevant boxes checked <input type="checkbox"/> Application has been reviewed, authorised, signed and dated by the College Dean, or duly appointed agent (Assistant Dean for Research, PVC or University Secretary)
8.	Attachments
	<input type="checkbox"/> Information Sheet for Participants <input type="checkbox"/> Informed Consent Form <input type="checkbox"/> Additional attachments (e.g. ATSIRA for Indigenous research applications, support letters, research protocol, permits, *Ochre card, example survey,) <i>(* valid Ochre card/Working with Children certificate (if project involves children under 18yrs)</i>