Low-Risk Research Ethics Application Checklist

Refer to the **research@ihm.edu.au** website for further information.

This checklist serves as a guide to ensure all necessary documentation is prepared and submitted for low-risk ethics review.

The researcher should submit this checklist when applying for ethics approval

Document to be used in the project	Yes	No	N/A
Participant Information Sheet	☐	☐	☐
Participant Consent Form (PICF)	☐	☐	☐
Questionnaire(s)/Survey Instruments	☐	☐	☐
Data Collection Sheet	☐	☐	☐
Interview/Focus Group Guide	☐	☐	☐
Advertisement Copy	☐	☐	☐
Invitation Email/Letter to Participants	☐	☐	☐
Brochure/Flyer or Recruitment Poster	☐	☐	☐
Translation/Back-translation documents (if any)	☐	☐	☐
Other (please specify)	☐	☐	☐
Additional application documents	**Yes**	**No**	**N/A**
Health Information Services request (for medical records)	☐	☐	☐
Data Storage & Security Plan	☐	☐	☐
IT Security review application/approval	☐	☐	☐
Biospecimen Addendum to Low Risk Form	☐	☐	☐
Research Agreement	☐	☐	☐
Ethics & Governance payment form	☐	☐	☐
Institutional Approval/Support Letter (if involving sites)	☐	☐	☐
Other (specify)	☐	☐	☐

SUBMITTING YOUR APPLICATION:

- Email the single site low risk application and relevant documents to the **research@ihm.edu.au**
- In the subject field, type "Project for low-risk ethical review", followed by your last name
- Attach all documents as separate documents (not joined into one PDF)