### CHECKLIST FOR HREC APPLICATIONS

<table>
<thead>
<tr>
<th>All Macquarie University / MUH applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Research Ethics Application (HREA) or</td>
</tr>
<tr>
<td>Macquarie University Prior Review Form, and HREA, PICFs etc and approval correspondence from a NSW Health HREC</td>
</tr>
<tr>
<td>Participant Information and Consent Form (PICF) on Macquarie University / MUH letterhead, with version control and date</td>
</tr>
<tr>
<td>Questionnaires, surveys etc.</td>
</tr>
<tr>
<td>Recruitment documents including advertisements, emails etc.</td>
</tr>
<tr>
<td>Clinical Research Governance Approval (for clinical research)</td>
</tr>
<tr>
<td>Single page protocol summary</td>
</tr>
</tbody>
</table>

**Clinical Trials**

(These documents are required in addition to the above, for all clinical trials)

<table>
<thead>
<tr>
<th>Clinical Trials □</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Cover Letter signed by the PI</td>
<td>□</td>
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<tr>
<td>Protocol</td>
<td>□</td>
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<tr>
<td>Investigators Brochure</td>
<td></td>
</tr>
<tr>
<td>Half page summary of PICF (a summary overview for participants)</td>
<td>□</td>
</tr>
<tr>
<td>Radiation Safety report (for studies that involve any exposure to radiation)</td>
<td></td>
</tr>
<tr>
<td>Curriculum Vitae of Principal Investigator if not previously known to Macquarie University</td>
<td>□</td>
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<tr>
<td>Device Information (for device trials)</td>
<td></td>
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<tr>
<td>CTN/CTX Forms (if relevant)</td>
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</tbody>
</table>

**Clinical trials require submission of documents using a specific naming convention. Please contact ethics.secretariat@mq.edu.au for details.**