**HREC Submission Checklist**

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| --- | --- | --- |
| **Document** | **Comment** | **Y / N / N/A** |
| Cover Letter |  |  |
| HREA |  |  |
| [Protocol](http://www.wch.sa.gov.au/research/committees/humanethics/documents/ProtocolTemplate_000.docx) (1) |  |  |
| Investigator Brochure (1) | For Clinical Trials |  |
| Questionnaires |  |  |
| Master PICFs (1) | Select most appropriate [PICF template](http://www.wch.sa.gov.au/research/committees/humanethics/Submission.html) for your study |  |
| WCHN Consent Form (1) |  |  |
| [Waiver of Consent Form](http://www.wch.sa.gov.au/research/committees/humanethics/documents/RequestforWaiverofConsentForm_000.doc) |  |  |
| Advertising materials (1) | WCHN Corporate Communications Website |  |
| [HREC Fee Payment Form](http://www.wch.sa.gov.au/research/committees/humanethics/documents/WCHNHRECandGovernanceFeeForm.docx) | See current SA Health Fees Policy to associated submission fees. |  |
| Proof of Indemnity Form | Medicines Australia [Indemnity Form](https://medicinesaustralia.com.au/policy/clinical-trials/indemity-and-compensation-guidelines/) (to be used for Commercially sponsored study to indemnify HREC) |  |
| Other |  |  |

**Note:** (1) indicates these documents should be clearly version controlled.

Bold indicates a hyperlink