

Checklist

Once completed, these forms should be sent electronically to homer@nhmrc.gov.au with the words DOCUMENTATION FOR CERTIFICATION (INSTITUTION NAME) in the subject field.

Please ensure all items have been attached and are clearly labelled.

- ☒ Self assessment form completed
- ☒ Nomination form completed and signed
- ☒ Declaration form completed and signed
- ☒ Supporting documentation as outlined in the self assessment form

List below all documents sent as supporting documents

1.1.6 Fees for HREC Review
 1.1.6 Organisational Chart
 1.1.6 Position Description Ethics Officer A
 1.1.6 Position Description Ethics Officer B
 1.1.7 HREC Terms of Reference
 1.1.9 COI Guidelines
 1.1.9 Confidentiality Statement Observer
 1.1.9 Statement and Declaration of Interests
 1.1.10 Ethics Committee Induction Information
 1.1.11 Alfred Health Responsible Conduct of Research Policy
 1.2.1 Membership of Alfred Ethics Committees 2011
 1.2.9 Sample letter to external expert reviewer
 1.3.1 Lay person ad newspaper Dec 09
 1.3.1 Position description lawyer
 1.3.2 Appointment new members template
 1.4.1 Obligations of Ethics Committee Members
 1.4.4 Code of Conduct for Alfred Health
 1.4.4 Financial Code of Practice for Alfred Health
 1.5.1 SOP ethical review and administration
 1.5.4 Instructions for submitting research applications
 1.5.9 Agreement for the conduct of Expert Review of a clinical trial
 1.6.5 Approval Certificate
 1.6.5 Requesting changes to project
 1.7.1 Standard Operating Procedure - record keeping and archiving of ethics office files
 1.7.15 Reviewing Instructions CD1
 1.9.5 SOP conflicts of interest
 1.10.1 Ethics Progress Report Form
 1.10.2 Low Risk Final Report Mar 2010
 1.10.10 DRAFT POLICY Withdrawal of ethical approval
 1.10.10 lifting of suspension
 1.10.10 suspension of project letter
 1.10.11 Ethics Comm Update Adverse Events February 2008
 1.10.11 SAE report form
 1.10.16 Monitoring research
 1.10.16 Protocol deviations violations guidelines (see also 1.10.11 Ethics Comm Update Adverse Events February 2008, 1.10.11 SAE report form, Guidelines for reporting:
<http://www.alfredresearch.org/ethics/adverse.htm> , DSMB reports are requested with the annual progress report: 1.10.1 Ethics Progress Report Form)
 4.2.1 initial instructions to researcher
 7.1.3 HREC Statement of indemnity 2010-2011