

4.2.1 Initial instructions to researcher

Dear

Thank you for submitting your application to the Alfred Hospital Ethics Committee.

Your project number is **Project /11**.

Please note: The Ethics Committee has requested that incomplete applications be deferred until the next month's meeting. This means that all relevant documentation must be included with your full submission, signed by all signatories (and original signatures provided).

The following items need attention before you submit your full application:

NEAF

•

Victorian-Specific Module

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Alfred Specific Form

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Please include all questionnaires and scales with your full submission.

Please include current CVs for

Documents	Total number required
NEAF - Core module	4
Victorian-Specific Module	4
Alfred Specific Form	4
Attachments (eg protocol, Participant Information & Consent Form, Resource Centre Declarations, CVs, questionnaires, advertisements, brochures, etc)	4

Submission instructions:

1. **Print** the project number given above on the top right hand corner of the front page of each document.
2. **Label** all attachments referred to in your application.
3. **Collate** the project documents into 4 complete, separate, ordered sets (1 original, 3 copies). If possible, documents should be photocopied double sided. The original set should have the original signatures (ideally in blue pen).
4. **Deliver/send** the hard copies to the Ethics Office, Ground Floor, Linay Pavilion, The Alfred, 55 Commercial Road, PRAHRAN, 3181.
5. **Email** your *entire revised application* to research@alfred.org.au with the project number in the subject field. It is helpful if each electronic document is clearly labeled (eg. 'NEAF', 'Victorian-Specific Module', etc.).
6. **DEADLINE** for submissions (electronic and hard copies) is **1pm, Wednesday 2nd February 2011**. If the submission does not conform to the above requirements it will be difficult for the Office to process and it may be held over until the following month.

You will hear from us further after the 10th February 2011.

Best wishes

s 47F, s 47F

25 January 2011