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**Checklist QA Project Application Checklist**

**This checklist is to support research teams submitting a project through the QA Pathway.**

**Prior to submission through ERM, project protocols must be submitted to the Office for Research so that the review pathway appropriate to the project can be determined.**

**If this has not been done COMPLETE THIS TASK BEFORE PROCEEDING**

|  |
| --- |
| **Person Submitting** |
| Name |  |
| Email |  |
| Department |  |
| Telephone |  |
| **Project Details** |
| Reference Number |  |
| Full Project Title |  |

|  |  |  |
| --- | --- | --- |
| **Document** | **Yes** | **N/A** |
| **Application Form** |
| All investigators listed on the protocol included in the Application Form. | [ ]  | [ ]  |
| The Principal Investigator is a senior staff member of Peninsula Health unless otherwise authorised by the Office for Research. | [ ]  | [ ]  |
| All investigators signed the application form using ERM electronic signatures | [ ]  | [ ]  |
| Heads of any Supporting Department or departments impacted by the project signed the application form using ERM electronic signatures. | [ ]  | [ ]  |
| The Head of Department signed the application form using ERM electronic signatures. | [ ]  | [ ]  |
| **Protocol** |
| A Peninsula Health Protocol Template been used. | [ ]  | [ ]  |
| The protocol describes where any data will be obtained, stored, when it will be deidentified and when destruction/deletion will occur.  | [ ]  | [ ]  |
| **Data Collection** |
| The data collection spreadsheet listing all data items to be collected has been uploaded. | [ ]  | [ ]  |
| **Survey** |
| The survey includes an introduction that is compliant with the Peninsula Health Survey Introduction Template | [ ]  | [ ]  |
| The survey is a validated tool. | [ ]  | [ ]  |
| **Recruitment** |
| It any participants are going to be recruited, the invitation to participate has been included. | [ ]  | [ ]  |
| **Qualifications and Training** |
| Investigator(s) CV is updated within the last three years. | [ ]  | [ ]  |
| **All documents have a version Number and Date in the footer** | [ ]  | [ ]  |