

# Checklist

## Documents for Auckland DHB research approval

| Document   | Copies   | Notes   |
|--|--|---|
| <b>Essential for review</b>  |  |   |
| <b>For Standard approval pathway.</b> APPLICATION FORM FOR APPROVAL OF A RESEARCH PROJECT at AUCKLAND DHB v4   | 1 X electronic version in Word or high quality (readable) pdf. 1 X signed version (pdf of scanned copy or with e-signature – NO PAPER) | Use standard form for research requiring Health and Disability Ethics Committee (HDEC) approval.  |
| <b>For Low Risk pathway - 1.</b> Application form for approval of low risk research at Auckland DHB v3 – <b>OR</b> (see below)   | 1 X electronic version in Word or high quality (readable) pdf. 1 X signed version (pdf of scanned copy or with e-signature – NO PAPER) |   |
| <b>For Low Risk pathway - 2.</b> Auckland Health Research Ethics Committee (AHREC) application form  | 1 X electronic version   | MUST be signed by relevant Auckland DHB Clinical Director or above. Sign off may be electronic via the online portal, or in an affirmative email to the Research Office.            |
| Protocol   | 1 X electronic version   | Mandatory for all applications  |
| Health and Disability Ethics Committee (HDEC) application  | 1 X electronic version   | For all studies reviewed by an HDEC.  |
| Auckland DHB Research Budget   | 1 X electronic version in Excel or high quality pdf. 1 X signed version (pdf of scanned copy or with e-signature – NO PAPER)           | If your Auckland DHB will incur costs by hosting your research project there must be an income stream to cover those costs (e.g. from grants, commercial sponsor, own trust funds). |
| Participant information sheets and consent forms   | 1 X electronic version in Word or high quality pdf for each document   | Not required if participants will not be consented into the study.  |
| <b>For commercial or contracted research submit above essential documents plus</b>   |  |   |
| Contract or Clinical Trial Agreement   | Paper or electronic at sponsor's discretion  | Must be readable.   |
| Indemnity and Compensation Agreement   | Paper or electronic at sponsor's discretion  | Must be readable.   |
| Other documents may be submitted in the application set if available, e.g. funder's letter, evidence of Māori consultation, letters of support, questionnaires or surveys. |  |   |