



New Applications

Below is a list of forms/documents required for LNR research applications reviewed by PH HREC.

	Form/Document Name	Mandatory/Project Dependent	Guidance
Register your project	Protocol Template	Mandatory for all applications	Submit your protocol for assessment by the Office for Research to determine application forms required to be completed and submitted. Submit your protocol to HREC@phcn.vic.gov.au Protocol Template
Ethics Application	LNR VIC Application Form	Mandatory for all applications	Complete through ERM. https://au.forms.ethicalreviewmanager.com/Account First time users will need to create an account. TIP: Don't press submit button until signature has been obtained.
	Ethics Payment Form	Only required for Commercially sponsored LNR applications	Refer to the payment form and complete relevant section.
Ethics Supporting Documents	Protocol	Mandatory for all applications	Must match the protocol submitted as part of the Low Risk Confirmation. Attach as a supporting document to LNR Application Form.
	Participant Information and Consent Form (PICF)	Project dependent	Templates available from Clinical Trials Research website. Other PICF formats are not accepted. https://www.clinicaltrialsandresearch.vic.gov.au/ethics-application
	Survey introduction -Implied consent wording for anonymous survey	Project dependent	Use wording on this template to cut and paste into your survey. Template available



GUIDANCE FOR LNR APPLICATIONS – FORMS AND DOCUMENTS

	Data Collection Tools	Project dependent	This includes questionnaires, surveys, focus group questions/themes, telephone questionnaires. For telephone questionnaires a Telephone Script Template is available.
	Advertising / Recruitment material	Project dependent	This includes letter or email invitations, posters, brochures or leaflets, content for media (including radio, print and digital/social media). See Advertising Guidelines
	Investigator CV for each researcher	Mandatory when a CV has not been submitted in the previous 3 years	Investigator CV Template available Full CV is not required
Research Governance Application	LNR VIC Site Specific Assessment (SSA) Form	Mandatory for all applications	Create SSA form as a sub-form of the LNR VIC form using ERM Must be electronically signed by the Head of Department and all supporting departments TIP: Don't press submit button until all signatures have been obtained
Research Governance Supporting Documents	Research Agreement	Project dependent	Refer to Monash Partners Legal Document Repository Contact the Manager Office for Research if you are unsure if this is required for your project