

**Departmental Research Proposal Checklist**

Name of Applicant:

1. Degree registered for:
2. Year of first registration:
3. Project Title:
4. The protocol was presented at a unit/research group/division/Department meeting

Yes No

If yes

Details of the seminar/meeting:

Academic staff present:

1. The protocol has been reviewed by the following two independent staff members not involved with the study:

|  |  |  |
| --- | --- | --- |
|  | **Reviewer 1** | **Reviewer 2** |
| **Name** |  |  |
| **Signature** |  |  |
| **Date** |  |  |

1. The principal and co-investigators have read and approved all the documents included in the application:

|  |  |  |
| --- | --- | --- |
|  | **NAME** | **SIGNATURE** |
| **Supervisor** |  |  |
| **Co-supervisor** |  |  |
| **Co-supervisor** |  |  |
| **Co-supervisor** |  |  |
| **Co-supervisor** |  |  |

1. Ethics consideration:

Animal Ethics ◻︎ is already approved\* ◻︎ still needs to be applied for ◻︎ not applicable

 Human Ethics ◻︎ is already approved\* ◻︎ still needs to be applied for ◻︎ not applicable

\* If the research project already has ethical approval, please attach the HREC approval letter and the research protocol.

1. The following documents are attached: Yes No N/A
	* Animal/Human Ethics letter of approval
	* Research Proposal

If not, please give an explanation:

1. Department Research Committee representative:

|  |  |  |
| --- | --- | --- |
|  | **NAME** | **SIGNATURE** |
| **DRC representative** |  |  |