

Far North Queensland HREC (EC00157) Quality Assurance (QA) Activity Checklist for Principal Investigators

Full submission requirements can be found online at the [CHHHS QHEPS intranet](#) or the [CHHHS public website](#).

Please note the following:

- **This checklist is to be completed and included with every application.**
- **All study** documentation must have a version number, document date and page numbers in the footer of each document. The relevant logo/s must be included in the header of each study document.
- Please submit the QA Activity Application as a collated set with each document stapled/clipped together.
- Please do not submit the application as a rolling document. Each document can be printed double sided however each document must be separate.
- Please do not bind the application.

A) Mandatory documents for all submissions					
1.	Cover letter outlining the following: <ul style="list-style-type: none"> - Project title - Brief description of the activity including justification of why the project is a QA Activity and not a research project - Statement that you are seeking 'an exemption from HREC review for a QA activity with intent to publish findings external to Queensland Health' - A table of all the documents provided as part of the application including the version numbers and version dates 				One (1) hard copy of each document.
2.	Quality Activity Checklist for Principal Investigators (<i>this document</i>).				
3.	Qld Exemption Form generated in ERM. Please note there must be a reference number in the footer on the form. (e.g. EX/2021/QCH/xxxxx)				
4.	Quality Assurance Application Form. If the QA sites are in both Cairns and Hinterland (CHHHS) and Torres and Cape (TCHHS) Health Services, both CHHHS and TCHHS application forms will need to be completed.				
5.	Study Protocol / Plan				
6.	Data Collection Tool				
7.	CV for each investigator / student supervisor (maximum of 2 pages).				
B) Additional documents					
		Yes	No	N/A	One (1) hard copy of each document.
8.	Email form the Data Custodian if you require access to confidential patient information for your project				
9.	Participant Information Sheet and Consent Form (PISCF)				
10.	Questionnaires / other instruments				
11.	Advertising materials (including a copy of transcript for advertisement, e-mail, website, letter, or telephone call).				
12.	Letter of invitation / Letter to GP etc				