Health
Justice Health and
Forensic Mental Health Network

Submission checklist for applications to the Justice Health and Forensic Mental Health Network Human Research Ethics Committee

Who should use this form?

Anybody seeking to conduct research in Justice Health and Forensic Mental Health Network (JH&FMHN/the Network) settings, with JH&FMHN patients and/or staff, or about the health and wellbeing of people in NSW correctional facilities must apply for approval through the JH&FMHN Human Research Ethics Committee (HREC).

Purpose

The purpose of this form is to help you check that your research application is complete and error-free. There is no need to submit this checklist.

Requirements	Yes or No
Cover letter • Addressed to the JH&FMHN HREC Chair, c/o the Research Governance & Ethics Officer (RGEO) • List all documents submitted with the application • Provide details of the nominated research contact person • Signed by the co-ordinating investigator • Submitted online via the Research Ethics Governance and Information System (REGIS), with documents described below uploaded.	
Curriculum vitae Provide short (1-2 page) CVs for all investigators and research staff, unless already submitted for other research reviewed by the HREC in the past two years. If this is the case, please note in your cover letter.	
Research protocol Also known as 'research proposal' and 'project plan'. Write a research protocol that provides detailed information about the research. The JH&FMHN HREC does not have a required template for use, but the research proposal form required by researchers internal to JH&FMHN can be used as a guide for all researchers.	

Requirements	Yes or No
Align your research with JH&FMHN strategic directions (see the Strategic plan 2018-2022 at https://www.justicehealth.nsw.gov.au/publications/strategic-plans). Ensure the research protocol includes details on meeting the National Health and Medical Research Council's guidelines for research with Aboriginal and Torres Strait Islander people (https://www.nhmrc.gov.au/research-policy/ethics/ethical-guidelines-research-aboriginal-and-torres-strait-islander-peoples), who are currently over-represented in the JH&FMHN context.	
Human Research Ethics Application (HREA) Complete the HREA through REGIS. If you are a first-time user, create an account and use the online reference guides. Ensure sufficient information has been provided in your HREA to answer all relevant questions and sections. Avoid stating 'Refer to the research protocol'; all questions relevant to your study must be answered within the HREA. Please note that where you fail to select or tick a relevant category in response to a question in the HREA, subsequent related questions will not appear in the HREA – your HREA will therefore be incomplete and not able to be reviewed.	
Participant Information Sheets and Consent Forms (PISCFs) Providing separate PISCFs for each participant group may be necessary. For example, a PISCF for a patient participant group may need to differ from a PISCF for a staff participant group. Use your own institution's template or the JH&FMHN HREC PISCF example as a guide. Use institutional logos as appropriate and with permissions. Do not use the JH&FMHN logo on documents that do not belong to JH&FMHN. See the JH&FMHN HREC information on use of plain language (https://www.justicehealth.nsw.gov.au/research/step-by-step-guide-to-ethics-approval) and seek feedback from colleagues on your PISCF drafts. Include up-to-date details of your nominated research contact person, the JH&FMHN HREC and other approving HRECs.	
Research promotional and recruitment materials Provide all materials that will be used to promote the research and assist with participant recruitment, including posters, brochures, telephone scripts, expression of interest emails and letters of invitation.	
Data collection and assessment tools Provide all tools that will be used to collect data for the research, including	

Requirements	Yes or No
surveys, questionnaires, interview guides and clinical assessment measures.	
Research code sheet Information collected for the purpose of research should be stored in a non-identifiable or a re-identifiable format. If data is to be stored in a re-identifiable format, provide a code sheet to indicate how you will link participant identification numbers with their identifiable information. Explain how this sheet will be stored securely and separately from research data.	
Participant tools Provide all other materials intended for participant use during the research, including diaries, study identification cards, brochures etc.	
Clinical trial documents Provide investigator brochures, product information and all other documents to be used in clinical trials.	
Other correspondence Provide evidence of relevant and recent support or approval from other HRECs, organisations and review bodies. Where the research study involves Aboriginal and/or Torres Strait Islander people, evidence of approval of the Aboriginal Health and Medical Research Council of NSW (AH&MRC) HREC is required.	
Quality control Does each document have a name, date, page number and version number in the footer? Have all documents been proofread? Have all spelling and grammatical errors been corrected? Does all information in the research protocol, HREA and PISCFs align? Have all documents been thoroughly checked by the principal investigator?	

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