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| **Supporting documents checklist** |

Refer to this checklist when completing Step 3 of the *Research applications: appraisals and decisions* procedure.

A copy of each of the following supporting documents must be submitted with the application via Queensland Education Research Inventory ([QERI](https://research.qed.qld.gov.au/#/)). If a document is not supplied, contact the applicant or Research Services staff for more information.

Supporting documents should also be provided to school principals, with a copy of the application.

### List of the mandatory supporting documents:

* A completed research application
* A copy of each of the **data collection instruments** (such as surveys, questionnaires and interview scripts) in Section 5 of the application
* Approval from a **Human Research Ethics Committee (HREC)** or evidencethat an application has been submitted to a HREC for approval (see Section 7 of the application)
* A **Gatekeeper information sheet** for the school principals and/or work site managers (see Section 7 of the application)
* A **Gatekeeper consent form** forschool principals and/or work site managers (see Section 7 of the application)
* An **information sheet** for all participant categories who will be recruited through a school or departmental site (see Section 7 of the application)
* A **consent form** for all participant categories who will be recruited through a school and/or departmental site (see Section 7 of the application)
* Copies of validated **Blue Cards or Exemption Cards**, if required, as per the requirements of the[Working with children authority procedure](https://ppr.qed.qld.gov.au/pp/working-with-children-authority-procedure)
* A signed copy of the **Researcher Declaration page** (see Section 11 of the application).

### Other supporting documents

* Save copies of other supporting documents submitted with the application on the application file (see Section 10 of the application). Other supporting documents may include a project rationale or advice from a third-party about the relevance of the research.

## Contact

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