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| **Submission Checklist for a new data linkage project to the Ethics Committee** | | |
| * Access to some data is available without following the formal ethics process. You should first check to see if the data you require are already publicly available by reviewing [Our data collections](https://www.aihw.gov.au/about-our-data/our-data-collections). * Our [Data on Request Service](https://www.aihw.gov.au/about-our-data/accessing-data-through-the-aihw/data-on-request) may assist where data is not publicly available. If you are unsure, contact experts (data custodians) through the email address provided in [Our data collections](https://www.aihw.gov.au/about-our-data/our-data-collections) to determine if what you need, is available through them. They will also be able to advise if your data request requires data custodian and ethical approval. Only data requests requiring ethical approval are considered by the [AIHW Ethics Committee](https://www.aihw.gov.au/about-us/committees/aihw-ethics-committee) (the Committee). * For ethics approval in relation to linkage requests, please read the information and resources on our [Data Linkage page](https://www.aihw.gov.au/our-services/data-linkage). Requests for data linkage involve two compulsory steps: the technical assessment and gaining ethics approval. * The [Ethics Online System (EthOS)](https://ethos.aihw.gov.au/login?redirectUrl=%2F) application form is to be used for projects requiring approval by the Committee. * First time users will need to [request an EthOS account](https://ethos.aihw.gov.au/RequestAccount). Once your request has been approved by the Ethics Secretariat, you will receive a system generated email advising that your account has been created, providing a link for you to set a password. * This checklist must be completed, signed by the Principal Investigator and submitted into EthOS with the application. Applications submitted without the checklist may result in an ineligible application and experience delays. * New applications are submitted into EthOS by selecting 'Request Quote'. Please ensure a quote has been requested and payment has made at least 6 weeks prior to the meeting. Please find the fee schedule [here](https://www.aihw.gov.au/about-us/committees/aihw-ethics-committee/lodging-an-application-to-the-aihw-ethics-committe). * For further information and guidance with lodging an application, please contact the Ethics Secretariat.   Email [ethicssec@aihw.gov.au](mailto:ethicssec@aihw.gov.au) Phone +61 2 6249 5004 | | |
| **Documents required** | **Notes & guidance** | **Submitted** |
| Human Research Ethics Committee (HREC) approvals | Approval from the home institution HREC or other HREC is required. The approval letter (including any amendment approval letters that may be relevant such as extension request approval or addition of personnel approval) must be provided before the Committee will assess the application. HREC approval must be maintained for the duration of the project. | 🞏 YES |
| Independent Peer Review Report | The AIHW Ethics Committee requires that all projects must be scientifically reviewed by peers independent of the research team and its supervisors prior to submitting an application. For further information please read [Peer review guidance for applicants document](https://www.aihw.gov.au/about-us/committees/aihw-ethics-committee/lodging-an-application-to-the-aihw-ethics-committe) and find the Peer Review Report template [here](https://www.aihw.gov.au/about-us/committees/aihw-ethics-committee/lodging-an-application-to-the-aihw-ethics-committe). | 🞏 YES |
| Technical Assessment (TA) | The TA form must be approved by the [AIHW Data Linkage team](https://www.aihw.gov.au/our-services/data-linkage) prior to uploading to EthOS. | 🞏 YES |
| Undertaking of Confidentiality (s.29) | Please ensure the head of your institution (or a person senior to the Principal Investigator (PI) who has the authority to commit the organisation to complying with the assurances, such as the supervisor of the PI), the PI and all relevant staff members who may have access to the requested data have signed the [s29 form](https://www.aihw.gov.au/about-us/committees/aihw-ethics-committee/lodging-an-application-to-the-aihw-ethics-committe). | 🞏 YES |
| Other study documents | Other supporting documentation as appropriate to your application e.g. consent forms or research protocols. | 🞏 YES  🞏 N/A |
| **Principal Investigator Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
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