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| **Quality Assurance:** ‘An activity where the primary purpose is to monitor or improve the quality of service delivered by and individual or an organisation is a QA activity.’ **Evaluation:** ‘The systematic collection and analysis of information to make judgements, usually about the effectiveness, efficiency and/or appropriateness of an activity.’ |

The term quality assurance is often used interchangeably with ‘peer review’, ‘quality improvement’, ‘quality activities’, ‘quality studies’ and ‘audit’. Personnel who are unsure on whether their activity is a quality assurance activity or research should familiarise themselves with the National Health and Medical Research Council’s ‘[Ethical Considerations in Quality Assurance and Evaluation Activities](https://www.nhmrc.gov.au/guidelines-publications/e111)’.

Prior to commencement of the activity you should complete the checklist below and submit it to the ddva.hrec@defence.gov.au. Copies of surveys/questionnaires and recruitment materials should accompany your submission.

Upon review of this checklist, formal advice will be provided on whether this activity is exempt from ethical review or requires ethical review by the Departments of Defence and Veterans’ Affairs Human Research Ethics Committee.

Applicants are to allow sufficient lead time to ensure that due consideration is allowed and that ethical approval is obtained where appropriate.

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| * Does the activity potentially infringe the privacy or professional reputation of participants, providers or organisations?
 |  |
| * Does the proposed activity pose any risks for participants beyond those routinely experienced in the environment where the activity is being conducted?
 |  |
| * Does the activity gather information about a participant beyond what is routinely collected?

**Note:** Information collected here should be directly related to the activity and not include additional activities or tests that are beyond what is already collected/ undertaken.  |  |
| * Is the data being used for a secondary purpose to what it was collected?
 |  |
| * Does the activity involve testing of non-standard protocols or equipment?
 |  |
| * Does the activity involve comparison cohorts?
 |  |

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| **SECTION 1 – TITLE** |
| **Full project title** [do not include acronyms]**:** |  |
| **Short title:** |  |
|  |
| **SECTION 2 - PROJECT PERSONNEL** [insert additional rows as required] |
| **Name:** |  |
| **Position:** |  |
| **Command/Division or Organisation:** |  |
| **Role on project team:** |  |
| **Responsibilities:**  |  |
| **Conflicts of interest:** [Describe any conflicts of interest and how they will be managed. If there are none, indicate that there are no identified conflicts of interest] |  |
| **Phone:** |  |
| **Email:** |  |
|  |
| **SECTION 3 - PROJECT DETAILS** |
| **Aim:** [The aim should be short and succinct and state the intention/aspiration of the study. The aims should be specific, measurable, achievable, realistic and time constrained] |  |
| **Eligibility criteria:** [What is the inclusion and exclusion criteria?] |  |
| **Sites:** [physical sites, online forums and alternatives] |  |
| **Anticipated start and end dates:** [Should not be prior to obtaining approval and should include time to review and write up findings] |  |
| **Background:** |  |
| **\*Summary of activity:** [What are participants asked to do? What is the participant time commitment?] |  |
| **Benefit:** [What are the benefits to the participants, the project team and the wider community?] |  |
| **Risk:** [What are risks to the participants and the project team? How will they be mitigated?] |  |
| **Recruitment:** [What is the timeframe for recruitment? How will participants be recruited? What risk mitigation measures are in place to ensure the process is free from coercion?] |  |
| **Consent:** [How will you obtain consent? What is the process for withdrawing consent?] |  |
| **Data management:** [Refer to National Statement paragraph 3.1.44] |  |
| **Communication & dissemination of findings:** [How will the findings be reported? How will privacy of participants be protected?] |  |
| **Organisational support:** [Who has provided organisational support?] |  |

\* For equipment trials, please include the following information:

* if the activity uses MOTS/COTS equipment as intended by the manufacturer for its design
* is the activity being conducted to verify or validate claimed performance of one or more items of equipment, human-machine integration, ensemble integration, or to inform selection limits.

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| **SECTION 4 - CERTIFICATION BY PROJECT TEAM** |
| **The project team certifies that**: 1. All information in this application and supporting documentation is correct and as complete as possible.
2. We/I have read and addressed in this application the requirements of the National Statement on Ethical Conduct in Human Research (National Statement) and any other relevant guidelines.
3. We/I have considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies.
4. All relevant financial and non-financial interests of the project team have been disclosed.

In submitting this application, the project team agrees to: 1. Not commence this study prior to obtaining all relevant approvals
2. Uphold the principles of the National Statement.

Name: Signature: Date:  |

ATTACHMENTS:

Mandatory (for all proposals) –

* Curriculum vitae for all project team personnel [Not exceeding five pages each]
* Evidence of organisational support

Other

* Advertisements (flyers, posters, online media content, newspaper advertisements)
Yes ☐ No ☐ N/A ☐

List each item.

* Draft emails to potential participants
Yes ☐ No ☐ N/A ☐

List each item.

* Participant Information Sheet and Consent Form
Yes ☐ No ☐ N/A ☐

List each item where there are multiple forms.

* Survey/questionnaire
Yes ☐ No ☐ N/A ☐

List each item.

* Interview questions
Yes ☐ No ☐ N/A ☐

List each item.

* Other, please specify ­­–