

## ETHICS AND DATA LINKAGE APPLICATION DOCUMENT CHECKLIST

All projects using linked data facilitated by the TDLU must be approved by the Tasmanian HREC, the TDLU, and the custodian of the requested datasets. It is the applicant's responsibility to apply to the Tasmanian HREC and the TDLU, although the TDLU will provide some documents required to complete the ethics application. The TDLU will manage the approval process with Data Custodians and provide them with the necessary documents for their consideration. The following table highlights the key information required by each party.

| Type of Document/Attachment   | Responsibility | Document to be submitted with: |                                  |
|---|----------------|--------------------------------|----------------------------------|
|   |                | Tas HREC Application           | TDLU Application for Linked Data |
| Data linkage feasibility letter from the TDLU   | TDLU           | ✓                              | X                                |
| Data linkage diagram created by the TDLU (single jurisdiction Tasmanian projects only)                  | TDLU           | ✓                              | X                                |
| Completed data variable lists for each dataset (using templates from the <a href="#">TDLU website</a> ) | Researcher     | ✓                              | ✓                                |
| Study protocol  | Researcher     | ✓                              | ✓                                |
| Other documentation relevant to the project such as participant information and consent forms           | Researcher     | ✓                              | ✓                                |
| Ethics application and approval letter  | Researcher     | X                              | ✓                                |

## INFORMATION CONSISTENCY CHECKLIST

It is important that information supplied to the Tasmanian HREC is identical to that provided to the TDLU and vice versa. If the information differs, there may be significant delays in the approval or provision of data, as an ethics amendment or additional data custodian approvals may be required. Key pieces of information to check are listed in the table below.

| Type of Information                             | Consistent?          |                                  |
|---|----------------------|----------------------------------|
|   | Tas HREC Application | TDLU Application for Linked Data |
| List of all researchers involved in the project | ✓                    | ✓                                |
| Dataset names and custodians                    | ✓                    | ✓                                |
| Date range of data required                     | ✓                    | ✓                                |
| Data variable lists                             | ✓                    | ✓                                |
| Cohort description                              | ✓                    | ✓                                |