**Variable lists - Researcher instructions**

Please complete the relevant Excel spread sheet template to requests variables for approval. The variable lists should be included as Appendixes attached to the research protocol and not as part of the research protocol. Variables required can change over time and it is easier to update when included separately.

Please consult the data dictionary should you have any questions or hesitations about what the variables mean.

**How to complete Excel variable lists:**

1. Download the dataset variable list template from the website <http://www.cherel.org.au/data-dictionaries>
2. Fill out your
	1. Study title,
	2. CHeReL ID (if available at time of completion),
	3. Variable list version – start at 1 and incrementally increase (updated with each amendment/changes)
3. If you are requesting a variable, please change the ‘requested’ cell for that variable to ‘Y’ and complete the justification column. Please note: all variable fields are automatically populated ‘N’.
4. Please ensure you provide a justification for each variable requested. If you are copying and pasting the justification from a word document, please use the paste option ‘Match Destination Formatting’.
5. If you are requesting variables which are not listed in the variable list template for that dataset please add rows at the end of the template

**How to flag changes in amendments:**

1. If you are submitting a new application or an amendment and your variable lists were previously attached to your protocol in word format, please enter them in the new excel format and attach them separately before submitting your application.
2. If you are submitting an amendment for ethics approval and are making a change to a variable (either you previously requested it and no longer want it, or you previously were not requesting it and now want it) please:
	1. When requesting an additional variable
		1. Change the value in the ‘requested’ column from ‘N’ to ‘Y’
		2. Change the ‘N’ value in the ‘changed in this amendment’ column to ‘Y’
	2. When removing a variable
		1. Change the value in the ‘requested’ column from ‘Y’ to ‘N’
		2. Change the ‘N’ value in the ‘changed in this amendment’ column to ‘Y’

**For data collections where no variable list template is available on the website (external):**

If you are requesting data from a dataset for which we do not have a template on the website

1. Download the blank variable list template from the website (link TBD)
2. Fill in the dataset name
3. Fill out your study title, CHeReL ID, Variable list version (updated with each amendment)
4. Double click on the cell and copy paste the variable name for each variable into the variable column.
	1. Please note that trying to copy paste when single clicking can cause formatting issues.
	2. Do not worry if the cell does not “wrap text” – as long as all relevant text is in the cell this is ok.
5. Enter ‘Y’ for the variables you are requesting or ‘N’ for the variables you are not requesting in relevant cells in the first column

**If your external dataset uses headings**

1. Insert the heading as a variable above the variables that fall underneath the heading in the following format: “^*Heading*” – press shift+6 to create the “^” symbol in front of your heading
2. Select ‘Y’ for your heading as a variable
3. List the variables underneath that correspond to that heading
4. Do this for all headings in your variable

**To address Data Custodian Feedback on variable lists**

If you receive Data custodian Feedback to change variables

1. Change the version number on the variable list to reflect the update
	1. When requesting an additional variable
		1. Change the value in the ‘requested’ column from ‘N’ to ‘Y’
		2. Change the ‘N’ value in the ‘changed in this amendment’ column to ‘Y’
	2. When removing a variable
		1. Change the value in the ‘requested’ column from ‘Y’ to ‘N’
		2. Change the ‘N’ value in the ‘changed in this amendment’ column to ‘Y’
2. Send the final updated list to CHeReL