## Research Project Document Submission Check List Format

1. Research Project Document Submission Check List Format

**Research Project Document Submission Check List**

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| --- | --- |
| **Project Title** | Please enter Project Title |

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| **No** | **Page Heading** | | | | **Pg.**  **No.** | **PI**  **Chk** | **SRS**  **Chk** |
|  | **Communications and Amendments Dispatch Noting Page ( 1 blank page with heading ) \*** | | | |  |  |  |
|  | **IEC Agenda & Minutes of Meeting Noting Page ( 2 blank Pages with heading ) \*** | | | |  |  |  |
|  | **Acknowledgement Form** in given SRS format \* | | | |  |  |  |
|  | **Xerox copy of Research Project Application Fee Receipt \*** | | | |  |  |  |
|  | **Title Page** in given SRS format \* | | | |  |  |  |
|  | **Brief Curriculum vitae of Principal Investigator** ( maximum 2 pages) \* | | | |  |  |  |
|  | **Covering Letter** in given SRS format \* | | | |  |  |  |
|  | **Joint Undertaking by Principal Investigator & Sponsor ( if applicable )** in given SRS format \* | | | |  |  |  |
|  | **Project Index Page** in given SRS format \* | | | |  |  |  |
|  | **I** | **Project Format** | | |  |  |  |
|  |  |  | | **Project Summary** in given SRS format |  |  |  |
|  |  |  | | **Research Project Application Form** in given SRS format |  |  |  |
|  |  |  | | **References** |  |  |  |
|  |  |  | | **Project specific Patient Information Sheet ( 3 languages )** |  |  |  |
|  |  |  | | **Project Specific Informed Consent Form ( 3 Languages )** |  |  |  |
|  |  |  | | **Project Specific Case Record Form / Questionairre / Patient Diary** |  |  |  |
|  | **II** | **Additional Documents ( as applicable ) see Index Page format** | | |  |  |  |
|  |  |  | **Insurance Cover \* ( compulsory for sponsored Projects )** | |  |  |  |
|  | **III** | **Project Closure Letter**  in given format \* | | |  |  |  |
|  | **Entire Document submission ( except Documents submitted under “ Additional Documents”) on a CD – Word Format 2003 with Year, Project Title & PI Name written on the CD by a permanent marker pen.** | | | |  |  |  |