

## Research Project Document Submission Check List Format

### A. Research Project Document Submission Check List Format

#### Research Project Document Submission Check List

<b>Project Title</b>	Please enter Project Title
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No	Page Heading	Pg. No.	PI Chk	SRS Chk
i.	Communications and Amendments Dispatch Noting Page ( 1 blank page with heading ) *			
ii.	IEC Agenda & Minutes of Meeting Noting Page ( 2 blank Pages with heading ) *			
iii.	Acknowledgement Form in given SRS format *			
iv.	Xerox copy of Research Project Application Fee Receipt *			
v.	Title Page in given SRS format *			
vi.	Brief Curriculum vitae of Principal Investigator ( maximum 2 pages) *			
vii.	Covering Letter in given SRS format *			
viii.	Joint Undertaking by Principal Investigator & Sponsor ( if applicable ) in given SRS format *			
ix.	Project Index Page in given SRS format *			
	<b>I Project Format</b>			
	a. Project Summary in given SRS format			
	b. Research Project Application Form in given SRS format			
	c. References			
	d. Project specific Patient Information Sheet ( 3 languages )			
	e. Project Specific Informed Consent Form ( 3 Languages )			
	f. Project Specific Case Record Form / Questionaire / Patient Diary			
	<b>II Additional Documents ( as applicable ) see Index Page format</b>			
	a. Insurance Cover * ( compulsory for sponsored Projects )			
	<b>III Project Closure Letter in given format *</b>			
x.	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.			