

Checklist for attachments for ethics approval applications

A. Checklist for attachments for a single study research ethics approval application:

	Document	Tick if attached	Comment
1	Cover letter that indicates the title, researcher(s), the type of research ethics application, which documents are attached, and that adds any explanations to clarify your application		
2	Executive summary of the project (150 words only)		
3	Proposal approved by a scientific/proposal committee		
4	An ethics application form to provide additional information not covered in the proposal (see two forms: one for researchers in the Faculty of Health Sciences and one for researchers doing health-related research, but not in the Faculty of Health Sciences)		
5	Informed consent documentation and checklist (if collaborative study, informed consent from all the centres OR if an affiliated study, the original informed consent documentation of the original study)		
6	Advertisements or recruitment materials		
7	Questionnaire(s); interview schedule for interviews or focus groups		
8	Approval letter of the study by the scientific committee / CAD		
9	2-page narrative CVs of all the researchers in the project		
10	Proof of ethics training over the past three years for all the researchers in the project		Provide proof of completion of the following four modules : *Module 1 Introduction to research ethics *Module 2.1 Research ethics evaluation *Module 3.1 Informed consent *National supplement for South Africa TRREE web page: http://elearning.trree.org/mod/page/view.php?id=70
11	Permission letters from governing bodies to conduct the research		
12	Goodwill permission letters		
13	Any other applicable documentation, e.g. MOU, contracts with collaborators/laboratories, permits, etc.		
14	Signed NWU code of conduct for researchers for each team member		

15	Signed statistical consultation form		
16	Submitted as hard or scanned copies: Printed and signed pages of the ethics application form for the declarations by the project leader, statistical consultation services, director of the research entity		
17	Checklist of attachments		
If applicable:			
18	Confidentiality agreement		
19	Indemnity form		
20	Form A for delegated ministerial consent in the case of greater than minimal risk research in children with no prospect of direct benefit to them		

B. Checklist for attachments for a systematic review research ethics approval application:

	Document	Tick if attached	Comment
1	Cover letter that indicates the title, researcher(s), the type of research ethics application, which documents are attached, and that adds any explanations to clarify your application		
2	Executive summary of the project (150 words only)		
3	Proposal approved by a scientific/proposal committee		
4	A systematic review ethics application form to provide additional information not covered in the proposal		
5	Approval letter of the study by the scientific committee		
6	2-page narrative CVs of all the researchers in the project		
7	Proof of ethics training over the past three years for all the researchers in the project		
8	Signed NWU code of conduct for researchers for each team member		
9	Submitted as hard or scanned copies: Printed and signed pages of the ethics application form for the declarations by the project leader, statistical consultation services, director of the research entity		
10	10 Checklist of attachments		