

**Check List for Documents required to submit RESEARCH to RRC**

<b>Documents</b>	√	<b>Comments</b>	<b>Essential to submit for RRC Agenda</b>	<b>ASAP</b> but before approval can be sent
RRC application form (signed and electronic)		<i>1 signed original plus two copies and electronic</i>	X	
Scientific Review Support comment and/or documents		<i>3 x hard copies and electronic if available</i>	X	
Final Ethics application		<i>3 x hard copies and electronic</i>	X	
Final Patient Information Sheet & Consent form		<i>3 x hard copies and electronic</i>	X	
Budget (including quotes)		<i>3 x hard copies and electronic (quotes ok electronic)</i>	X	
Funding Support application (s) <i>(not operational as yet)</i>				
Funding approval Letter (s)		<i>1x Hard copy or electronic</i>		X
Timeline		<i>3 x hard copies</i>	X	
Protocol (if appropriate)		<i>1 x Hard copy only</i>	X	
Contract / Agreements (if appropriate)		<i>3 x final approved for signature</i>		X
Indemnity and Compensation (if appropriate)		<i>3 x final approved for signature</i>		X
Current Insurance Certificate (if appropriate)		<i>Hard copy or electronic ok if available</i>		X
Ethics Approval Letter		<i>Hard copy or electronic ok if available</i>		X
Other documents (list)		<i>Variable but 1 hard copy or electronic if available</i>		X