

CHECKLIST - documents required to submit research study to the ADHB Research Review Committee (RRC)

Documents	Comments	Essential to submit for RRC agenda	ASAP / before ADHB approval can be given
ESSENTIAL DOCUMENTATION FOR STANDARD APPLICATION			
RRC application form	1x signed original + 1x single-sided hard copy + electronic	✓	
Final Ethics application, Participant Information Sheet & Consent Form	1x hard copy + electronic (<i>If any change made after registration with RO, then 1x hard copy + e-copy</i>)	✓	
IF COSTS TO ADHB – submit above essential documents plus:			
Budget (including quotes)	2x hard copies, signed by accountant + electronic	✓	
IF CLINICAL TRIAL – submit above essential documents plus			
Protocol	1x hard copy + electronic	✓	
Investigator's Brochure	1x hard copy or electronic if available	✓	
Contract / Agreements	3x final approved, with PI signature, for sign-off		✓
Indemnity and Compensation	3x final approved for signature		✓
Current Insurance Certificate	1x hard copy or electronic if available		✓
IF OTHER FUNDING – submit above relevant essential documents plus:			
Funding approval letter	1x hard copy or electronic if available		✓
Funding application	1x hard copy + electronic		✓
IF APPLICABLE			
Scientific Review Support comments	1x hard copy or electronic if available		✓
Other documents (list) e.g. Memorandum of Understanding	1x hard copy or electronic if available		✓
FINAL APPROVAL			
Ethics Approval Letter	1x hard copy or electronic if available		✓

IMPORTANT NOTE: Study cannot proceed until final institutional approval letter received from the Research Office.