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HUB Research Study Proposal / Ethics Proposal Submission Checklist

Note: This is a fillable PDF form that must be completed and signed using Adobe Reader or Acrobat.

1. Name of Applicant: _____ Date: _____
2. Project Title: _____
3. The following documents have been prepared in the appropriate format and are attached:
 - Detailed protocol / proposal
 - Synopsis / Executive proposal summary
 - Questionnaires
 - Participant information sheets/brochures
 - Informed consent form
4. The following forms have been completed and are attached:
 - Human ethics application form (FHS013)
 - Animal ethics application form (FHS003)
 - Other (Specify): _____
5. **Compulsory pre-submission consultation with Research Animal Facility** (download AEC Notice)
The research design has been discussed with RAF staff
6. The protocol/proposal was presented at a divisional meeting
If yes, date: _____
Details of presentation: _____

Academic staff present: _____

7. The protocol/proposal was reviewed by the following two staff members not involved with the study:

Name (1):

Name (2):

Signature:

Signature:

Date:

Date:

8. Names of co-investigators involved in the study:

9. The PI/supervisor and student have read and approved all documents included in the application:

• PI/Supervisor

Name:

Signature:

• Student*

Name:

Signature:

*For degree proposals only

10. Copies of all documents (electronic and/or hard copy) will be submitted to the appropriate administrative support staff for photocopying and preparation for submission to the various committees, as well as for filing internally:

11. HUB DRC Chair or Deputy Chair:

Name:

Signature:

Date: