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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: