

Ethics Committee Protocol Submission Checklist

Protocol Title

Principal Investigator

Submission Date

Department/Unit

Submission Documents

- ☐ Completed Protocol Submission Form
- ☐ Full Study Protocol
- ☐ Participant Information Sheet
- ☐ Informed Consent Form(s)
- ☐ Investigator(s) CV(s)
- ☐ Data Collection Tools (e.g., questionnaires, interview guides)
- ☐ Recruitment Materials
- ☐ Institutional/Collaborator Approvals (if applicable)
- ☐ Insurance Documents (if applicable)
- ☐ Previous Ethics Committee Correspondence (if resubmission)
- ☐ Other Supporting Documents

Study Information

- ☐ Background and Rationale
- ☐ Objectives and Hypotheses
- ☐ Study Design and Methodology
- ☐ Statistical Analysis Plan
- ☐ Sample Size Calculation
- ☐ Participant Recruitment Process
- ☐ Inclusion and Exclusion Criteria
- ☐ Risks and Benefits Assessment
- ☐ Confidentiality and Data Protection Measures
- ☐ Funding Source Disclosure

Signatures

Principal Investigator

Date

Department Head

Date