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| **HSSREC ADMIN FINAL CHECKLIST FOR FULL (Non-expedited) APPLICATIONS** |
| Correct HSS Ethical clearance application form used (March 2014 version) | YES | NO | N/A |
| Title of project/study | YES | NO | N/A |
| PI details | YES | NO | N/A |
| Research team details | YES | NO | N/A |
| Supervisor details | YES | NO | N/A |
| Signature of PI | YES | NO | N/A |
| Signature of Supervisor OR Co-supervisor | YES | NO | N/A |
| Signature of Applicant | YES | NO | N/A |
| Signature of Academic Leader/ Higher Degrees | YES | NO | N/A |
| Signature of Chair OR Deputy Chair of School REC | YES | NO | N/A |
| Ethics section of the EC application form completed | YES | NO | N/A |
| Gatekeeper letter/s verified if required? | YES | NO | N/A |
| Informed consent documents submitted | YES | NO | N/A |
| Participation sheet | YES | NO | N/A |
| Details on informed consent form are correct | YES | NO | N/A |
| Assent form submitted | YES | NO | N/A |
| Declaration of consent form | YES | NO | N/A |
| Questionnaires/ Research Instrument submitted | YES | NO | N/A |
| Translation of documents | YES | NO | N/A |
| HSSREC details on Information Sheet updated/checked | YES | NO | N/A |
| Participation Information sheet submitted | YES | NO | N/A |
| Permission from Department of Health/Province | YES | NO | N/A |
| Permission from Department of Education/Province/Designated Authority | YES | NO | N/A |
| Dates on HSS EC application form checked | YES | NO | N/A |
| Other | YES | NO | N/A |
| Administrator name |  | | |