Checklist for attachments for a single study research ethics approval applications to the HREC:

	Document	Tick if attached	Comment
1	Cover letter that indicates the title, researcher(s), the type of research ethics application, which documents are attached, and that adds any explanations to clarify your application		
2	Executive summary of the project (150 words only)		
3	Proposal approved by a scientific/proposal committee		
4	An ethics application form to provide additional information not covered in the proposal (see two forms: one for researchers in the Faculty of Health Sciences and one for researchers doing health-related research, but not in the Faculty of Health Sciences)		
5	Informed consent documentation and checklist (if collaborative study, informed consent from all the centres OR if an affiliated study, the original informed consent documentation of the original study)		
6	Advertisements or recruitment materials		
7	Questionnaire(s); interview schedule for interviews or focus groups		
8	Approval letter of the study by the scientific committee		
9	2-page narrative CVs of all the researchers in the project		
10	Proof of ethics training over the past three years for all the researchers in the project		
11	Permission letters from governing bodies to conduct the research		
12	Goodwill permission letters		
13	Any other applicable documentation, e.g. MOU, contracts with collaborators/laboratories, permits, etc.		
14	Signed NWU code of conduct for researchers for each team member		
15	Signed statistical consultation form		
16	**Submitted as hard or scanned copies:** Printed and signed pages of the ethics application form for the declarations by the project leader, statistical consultation services, director of the research entity		
17	Checklist of attachments		
	If applicable:		
18	Confidentiality agreement		
19	Indemnity form		
20	Permission from the project leader if a study is done as an affiliated study under another study or a sub-study under a larger study		
21	Form A for delegated ministerial consent in the case of greater than minimal risk research in children with no prospect of direct benefit to them		
22	Permission letter of the chairs of the HREC and HHREC if the study is an affiliated study or sub-study under a larger study on another campus than where the student is registered		
23	If any non-registered medication is used, approval letter by the Medical Control Council		
24	If radio-active substances are used, letter from the radiation control officer		