

**Checklist for attachments for a systematic review 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	A systematic review ethics application form to provide additional information not covered in the proposal		
5	Approval letter of the study by the scientific committee		
6	2-page narrative CVs of all the researchers in the project		
7	Proof of ethics training over the past three years for all the researchers in the project		
8	Signed NWU code of conduct for researchers for each team member		
9	<b>Submitted as hard or scanned copies:</b> Printed and signed pages of the ethics application form for the declarations by the project leader, statistical consultation services, director of the research entity		
10	Checklist of attachments		