

***Checklist for attachments for a single study research ethics approval application to the HSSREC\*.***

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| **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. |  |  |
| 5 | Informed consent documentation and checklist (if collaborated study, informed consent from all 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, full description of other data collection methods e.g. written, constructed or drawn material. |  |  |
| 8 | Approval letter of the study by the scientific committee. |  |  |
| 9 | Two-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 where applicable. |  |  |
| 12 | Goodwill permission letters, e.g. from community leaders, where applicable, etc. |  |  |
| 13 | Any other applicable documentation, e.g. contracts with collaborators, permits, etc. |  |  |
| 14 | Signed NWU code of conduct for researchers for each team member. |  |  |

*\*Refer to the above procedures for particular documentation required for larger studies, systematic reviews, applications for amendments and the monitoring report.*