

CAMH General Checklist

Please mark the following boxes using:

"YES" = Y

"NO" = N

"N/A"

Attach completed checklist to front of each copy of the 18 TAHSN Applications

_____ Have you completed this CAMH General Checklist and included it with **each** copy of TAHSN protocol form?

_____ Are all materials collated? Are all **17** copies (except the original) binder clipped or stapled?

NB: No paper clips allowed.

_____ Is the current version of TAHSN protocol form - **completed in full?** (*Reference to another document will not suffice*).

_____ Are Consent form(s) enclosed & page numbered? If not, please elaborate in TAHSN form.

_____ If subjects are under age 16, are the Assent form(s) enclosed?

_____ If recruiting subjects by advertisement, is there a copy of the draft ad?

_____ Have you provided current C.V.'s for all investigators? (electronic version updated within the last 12 months)

_____ Have you e-mailed proof of TCPS certification for all study staff (including students and volunteers) who will be looking at identifiable data or interacting with subjects?

(NB: you are only required to send proof once for each person)

_____ Have you provided **3** copies of the grant **with budget?**

_____ Has your application undergone peer review (e.g. through a granting agency)? If so, please include **17** copies of the peer review comments if available whether the application was successful or not.

_____ **If internally funded, 3 copies of budget?**

_____ Are all non-standard instruments (i.e., ones that have not been validated) to be used in the study enclosed?

_____ Are all signatures in place **with names printed below?** (All investigators' signatures are required; Director of Department signatures are required).

_____ Does the principal investigator of the study have a primary appointment at CAMH?

_____ Will the research study be conducted at CAMH?

_____ Does the research involve clients of CAMH?

_____ Are any study funds being administered by CAMH?

_____ Is this a Clinical Trial? If so, is this an investigator-initiated clinical trial? _____

_____ If a Clinical Trial, have you enclosed the Investigator's brochure in **3** copies?