

## **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 emailed 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?** (one for Research Ethics Office, one for Chair of REB and one for Primary Reviewer)
- 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?
- Is there clear information re: all parties in the research, e.g., CRO's, other institutions?
- Are all signatures in place **with names printed below?** (All investigators' signatures are required; Director of Department signatures are required).
- Is this a Clinical Trial? If so, is this an investigator-initiated clinical trial?
- 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?