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**BSMS Research Governance and Ethics Committee**

Checklist for applicants

**Mandatory to submit**

* Participant Information Sheet for each group of participants involved in the study
* Consent Form for each group pf participants involved in the study
* Recruitment materials: emails / posters / and letter of approach to schools and colleges

for e.g. if the study involves young people

* Non faculty supervisors are required to submit an abbreviated curriculum vitae

**Submit if relevant**

* All Validated Questionnaires to be used as part of the study
* Researcher designed Questionnaires
* Focus Group Topic Guide
* Evidence of approval from other ethics committees (where relevant)
* Overseas Travel Safety and Security Risk Assessment (OTSSRA) Form (where relevant)

**Before you submit your application please make sure you have:**

* Included a provisional start and end date for your study
* Provided University contact details on all paperwork given to participants
* Ensured version numbers, a date and page number for each page (1 of 4) are included

in the footer of the Participant Information Sheet and Consent Form

* Provided a comprehensive recruitment strategy in the application

listing websites / intranet / or email distribution lists you intend to use to recruit patients

* **All students:** Has your supervisor reviewed your application and approved it?

**For revised applications coming back to the Committee:**

* **Always submit an itemised covering letter outlining changes that have been made**
* **Ensure amended documents have been labelled as such and have been updated**

**with a new version number and date in the footer of the document**