

Researcher's Checklist

Please submit this page with the signed copy of the SSI form or electronically with the COREC form.

Incomplete applications will mean a delay in approval of the project

For all research applications to R&D	Yes	Date sent/Notes
➤ Signed hard copy of the completed SSI form sent to the address below. Please ensure that the form has been signed by the SDU Director, Clinical Director or Head of Department (please note signatory must be independent of the research study)	<input type="checkbox"/>	/ /
➤ One copy of the Protocol (paper or electronic copy)	<input type="checkbox"/>	/ /
➤ Parts A and B of the COREC form sent electronically in a PDF and XML format to: r&denquiries@addenbrookes.nhs.uk.	<input type="checkbox"/>	/ /
➤ Completed SSI form sent electronically in a PDF and XML format to: r&denquiries@addenbrookes.nhs.uk.	<input type="checkbox"/>	/ /
➤ Evidence of Peer Review: Has the project been externally peer reviewed? If project has only had an internal peer review, please refer to our website (www.addenbrookes.org.uk/research) for information on how to obtain an independent review.	<input type="checkbox"/>	
➤ Evidence of Sponsor agreement	<input type="checkbox"/>	
➤ For EU Clinical Trials – copy of MHRA Clinical Trials Authorisation letter	<input type="checkbox"/>	
➤ Ethics correspondence	<input type="checkbox"/>	

R&D Department, Box 277, Addenbrooke's Hospital, Hills Road, Cambridge, CB2 0QQ
 Please refer to our website www.addenbrookes.nhs.uk/research for further details on the application process