**List of documents required for Staff (non-clinical Trials)**

**1. PROTOCOL**

**2.** **CONSENT DOCUMENTS (if applicable)**

Participant's Information Consent Documents (include Assent)

**3.** **QUESTIONNAIRES/INTERVIEW SCHEDULES AND/OR DATA CAPTURE SHEET (if applicable)**

Questionnaires/interview schedules and/or data capture sheet

**4.** **APPROVAL LETTERS**

Letter of approval by:

* + Head of Department
	+ Hospital of Clinic Head **(if applicable)**

**5.** **STATISTICAL SUPPORT LETTER (if applicable)**

**6.** **OTHER DOCUMENTS (if applicable)**

* Any documents that form part of your study not listed above

**7. Cover letter**

Briefly stating the purpose of the study.

**8. Funding details**

Is this Project funded from external sources?

1. Funders Organization:
2. Funder / Contact person:
3. Email address:
4. Cell Phone:
5. Land line phone number:
6. Postal address line
7. Postal Code
8. Total amount at local site:
9. Obligations towards funder:
10. Contract Number:
11. Does funding depend on the approval by the Ethics Committee
12. Calendar Date funding received:
13. Date funding received:
14. Registered for VAT: Y/N
15. VAT Number:
16. Any additional funding?

**9. Details for External non-UP staff**

* Title
* Full name and surname
* Contact number
* E-mail address
* Highest qualification
* Institution name and address
* Role i.e Researcher/co-researcher/PI