**HKSTP CREC Application Checklist**

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| --- | --- |
| Project Title:  |  |
| Company Name:  |  |

Please check that all information have been included in your application for ethics review.

Mark **“Y”** in all applicable boxes below. If any item is not applicable, mark **“N/A”** instead of leaving it blank.

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|  |  | Completed, signed and dated the Application Form for ethics review |

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|  |  | Attached a sample Consent Form |

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|  |  | Attached all relevant Recruitment Materials  |
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|  |  | Attached an Experimental Design Flowchart |
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|  |  | Attached Incident Reporting Guidelines & Emergency Plans |
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|  |  | Attached materials to be presented to Subjects during the study (if applicable) |

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|  |  | Attached approval / consent for use of data if access from (or through collaboration with) another location/ organization/ institute is required (if applicable) |

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|  |  | Attached details of insurance (is applicable) |

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|  |  | Attached details of compensation/ reimbursement (if applicable) |

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|  |  | Completion of mandatory / recommended training courses (if applicable) |

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|  |  | Investigator’s brochure (if applicable)  |

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|  |  | Certificate for clinical trial/medicinal test (if applicable) |

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|  |  | I have read the latest version of the “Laboratory and Research Safety Guidelines” in the **HKSTP Safety, Health and Environment (SHE) Handbook** issued by the HKSTP SHE. |

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Submit your Application Form and relevant attachments in one go to the CREC Secretariat at crec@hkstp.org