**CHECKLIST FOR THE PI**

**ADMINISTRATIVE REQUIREMENTS**

1. Cover letter duly signed by HOD of the department of PI
2. EC clearance of other centres in multicentric projects
3. Agreement and role of collaborating partners
4. MOU between collaborating partners (Optional)
5. Evidence of external laboratory credentials in case of an externally outsourced laboratory study QA/QC certification.
6. Copy of the contract or agreement signed with the sponsor or donor agency.
7. Plagiarism Similarity Report (<10%)

 **PROPOSAL RELATED**

1. Copy of the detailed protocol
2. Participant Information Sheet (PIS)
3. Informed Consent Form (ICF) (English and translated)
4. Assent form for minors (12-18 years) (English and Translated)
5. Proforma/Questionnaire / Case Report Forms (CRF)/ Interview guides/ Guides for Focused Group Discussions (FGDs) (English and translated)
6. Budget details- This should be itemized, and details of any financial benefits to the PI should be mentioned.
7. Sponsoring agency if any:
8. Undertaking (Duly signed by PI)
9. Permission from governing authorities

Other Registration/ permissions Required Not required Received Applied dd/mm/yy Others (Specify)

 17.Any CTRI/ DCGI approval if taken with date

 18. Copy of plagiarism check report