UNIVERSITAT DE BARCELONA

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CHECKLIST

This document is designed to help researchers verify that they have all the necessary documentation to submit their application to the CBUB. It should be noted that this document is not required for the evaluation.

	Request	Submitted?
GENERAL CONSIDERATIONS		
1	Have I completed all sections of the form? Has it been signed all the relevant parties?	Yes / No
	Documentation: appendix 1, appendix 4 and declaration of specific commitments (point 6).	
2	In the case of a bachelor's degree/master's degree final project, have I included the commitment agreement concerning adherence to the CBUB's ethical standards (independently of any specific commitment that may apply) and has the agreement been signed by all relevant parties?	Yes / No
	Documentation: commitment agreement for the bachelor's degree/master's degree final project.	
3	Does my project report include all of the requested aspects that apply to my research?	Yes / No
	Documentation: full project report or research protocol (max. 25 pages); you must also attach a project summary that sets out the main objectives and methodology of your work and the key bioethical considerations.	
DATA PROCESSING AND PROTECTION		
4	Have I read and understood the information on data processing and data protection? (point 5).	Yes / No
	Documentation: not applicable.	
5	Have I included the data management plan?	Yes / No
	Documentation: data management plan.	
INFORMATION SHEET AND INFORMED CONSENT FORM		
6	If I collected participants' details, have I included the information sheet for participants and the consent or informed consent form?	Yes / No
	Documentation: information sheet for the participant and informed consent form; in addition, if the research involves vulnerable groups or children under 14 (under 7 in the case of sample acquisition or clinical trials), you will need to attach the informed consent form and authorization signed by the legal tutors.	

7	If I collected personal data, have I added the information pertaining to the processing of personal data to the information sheet?	Yes / No
	Documentation: "Right to information" section in the information sheet for the participant.	
AUTHORIZATIONS AND OTHER RELEVANT DOCUMENTATION		
8	Have I included all the necessary authorizations? (point 3; only if applicable).	Yes / No
	Documentation (applicable documents): • Authorization from the director of the dissection room or service (cadaver samples). • Authorization from the CEIC/CEIm of the center (biological samples and/or human experimentation (clinical studies or with medications)). • Favourable report on sample availability (Biobank). • Authorization from the management of the corresponding center (penitentiary centers, leisure or sports centers, social or cultural associations, etc.). • Authorization from educational centers (following instruction 3/2020). • Favourable report from the CEEA (experimentation with non-human animals).	
9	In the case of research carried out or data collection outside Spain, have I included written approval from the local ethics committee or initiated a request for approval?	Yes / No
	Documentation: written approval of the local committee.	