

## Division of AIDS (DAIDS) Protocol Registration Checklist

*NOTE - this form is not required if submitting materials through the DAIDS Protocol Registration System (DPRS)*

<b>Section 1: Fill in all applicable information below</b>	
1) Date of Submission:	2) Total number of Pages (including cover):
3) Clinical Research Site (CRS) ID Number and CRS Name for all CRS(s) submitting materials:	
4a) DAIDS or Network Protocol ID Number:	4b) Final DAIDS Approved Version Number:
5a) DAIDS or Network Sub-Study Protocol ID Number (if applicable):	5b) Final DAIDS Approved Version Number:
6) Name of Investigator of Record (IoR) listed on Form FDA 1572 or DAIDS IoR Form:	Telephone Number:
	E-mail address:
7) Name of Study Coordinator:	Telephone Number:
	E-mail address:
8) Additional Contact(s) that should receive notifications:	Telephone Number:
	E-mail address:
<b>Section 2: Check one box below that describes the reason for submission</b>	
<input type="checkbox"/> <b>Initial Registration</b>	<input type="checkbox"/> <b>Corrected Materials:</b> <input type="checkbox"/> <b>Response to Registration with Required Corrections</b> <input type="checkbox"/> <b>Disapproval Notification</b>
<input type="checkbox"/> <b>Full Version Protocol Amendment Registration</b>	<input type="checkbox"/> <b>Change of Investigator of Record (IoR) Request</b>
<input type="checkbox"/> <b>Letter of Amendment (LoA) Registration</b>	<input type="checkbox"/> <b>Continuing/Annual Review</b>
<input type="checkbox"/> <b>Administrative Registration</b>	<input type="checkbox"/> <b>Site Initiated Revised Site Specific Informed Consent Forms (ICFs)</b>
<input type="checkbox"/> <b>Requested Materials in Response to a Requested Materials Notification from the DAIDS PRO</b>	<input type="checkbox"/> <b>Updated 1572/DAIDS IoR Form</b>
<input type="checkbox"/> <b>Disapproval Reversal Request</b>	<input type="checkbox"/> <b>Other Submissions</b> (specify below exactly what is being submitted to the DAIDS PRO & for what type of processing):
<b>If your site is not eligible to protocol register, the DAIDS PRO cannot process your registration documents.</b>	

**DAIDS Protocol Registration Office (DAIDS PRO),  
at the Regulatory Support Center (RSC)**

**Telephone: 1-(301) 897-1707 FAX: 1-(800) 418-3544 or (301) 897-1701**

**For Questions e-mail: protocol@tech-res.com**