A. At the time of registering with UTAR as a graduate student

		Place a √ where relevant, if already complied/done/available	Date of Completion
Candidate	Fulfill UTAR admission requirements or its equivalent		
	Possess APC/practising certificate		
	Possess relevant GCP certification		
	Full cv		
	Final transcript of highest qualification		
	English proficiency ○ Oral ○ Written ○ Formal highest English qualification (State test taken and level of achievement)		
Main supervisor (to be from UTAR)	Familiar with the disease/condition under study and has required expertise GCP certified *For interventional studies, the main or co-supervisor must be medically qualified		
Co-supervisor (UTAR)	Expertise in an area relevant to the research topic, GCP certified		
Co-supervisor (non-UTAR institution)	Medically qualified local co-supervisor, GCP certified		
On-site supervisors	GCP certified *For interventional studies, the on-site supervisor must be medically qualified		
	Ethics approval has been obtained from recognised relevant authority of the study institution and UTAR.		

Administrative/legal obligations	MOA: already signed with the institution of the candidate Note: Unless it is not applicable in certain cases		
	Consider legal liability (both for UTAR and the institution of the clinical study) i. Insurance coverage for researchers (usual practice now for clinical trials); if the regulatory authority or ethics committee of the site of clinical study requires the institution/hospital where the candidate works to indemnify the investigator against claims arising from the trial. ii. Conform to the relevant regulatory authorities in the site of clinical study for drug trials/other forms of clinical trials		
Facilities in site of clinical study	Laboratory: capacity and accredited for relevant biomarkers in monitoring progress of therapy		
	Hospital: accredited for conducting clinical trials		
	Availability of clinical trial monitors (or qualified site supervisors)		

B. Post-registration at UTAR

		Place a √ where relevant, if already complied/done/available	**Date of Completion**
To develop clinical trial protocol (in addition to a proposal)	This to be developed after registration, with the supervisors		
Monitoring mechanisms	Submit safety reporting of the clinical study when it is required		

C. Acknowledgement by Main Supervisor

I _____(main supervisor) have read and understood the requirements of conducting clinical studies as set out in item A and B.

_____

Name:
Date:

Important note:

After the checklist is signed by the supervisor, the signed document must be submitted to the FRDPC. A copy of the signed document should also be kept by the supervisor as a record.