

Division of AIDS (DAIDS) Protocol Registration Checklist

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

Section 1: Fill in all applicable information below	
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:
Section 2: Check one box below that describes the reason for submission	
<input type="checkbox"/> Initial Registration	<input type="checkbox"/> Corrected Materials: <input type="checkbox"/> Response to Registration with Required Corrections <input type="checkbox"/> Disapproval Notification
<input type="checkbox"/> Full Version Protocol Amendment Registration	<input type="checkbox"/> Change of Investigator of Record (IoR) Request
<input type="checkbox"/> Letter of Amendment (LoA) Registration	<input type="checkbox"/> Continuing/Annual Review
<input type="checkbox"/> Administrative Registration	<input type="checkbox"/> Site Initiated Revised Site Specific Informed Consent Forms (ICFs)
<input type="checkbox"/> Requested Materials in Response to a Requested Materials Notification from the DAIDS PRO	<input type="checkbox"/> Updated 1572/DAIDS IoR Form
<input type="checkbox"/> Disapproval Reversal Request	<input type="checkbox"/> Other Submissions (specify below exactly what is being submitted to the DAIDS PRO & for what type of processing):
If your site is not eligible to protocol register, the DAIDS PRO cannot process your registration documents.	

**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