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| Submission Attachment Summary FormMedical Research Center, HMC Doha-Qatar |
| This form is used to ensure that there is an audit trail of the document items submitted for review and approval by the MRC and IRB. How the documents are named (nomenclature) on this list, may be what is utilized to reference documents received, approved & acknowledged by the MRC or IRB. You must ensure that you retain copies of these documents for your trial master file. |

**Forms must be submitted electronically. DO NOT PDF OR SCAN FORMS FOR SUBMISSION Save, Rename & Submit**

Rename the file with form name, a reference & version date  *i.e. Protocol\_IQStudy\_29Jun15 i.e. ICF\_IQStudy\_29Jun15*

The MRC or the IRB, as appropriate, will issue a study reference number (MRC#) after the initial submission has been received, including this in the name of the document file is recommended. *i.e. ICF\_IQStudy\_12345-01\_29Jun15*

**Form Completion Instructions:** Only shaded areas can be edited. These appear on the electronic form as shaded but not when printed. Where indicated: TICK BOXES to indicate an affirmative answer-place curser/pointer over box and click left button of mouse to “x” box to indicate response. TEXT FIELDS are blank and appear shaded; to fill out, type in response (cutting and pasting is permitted); there is a character max limit including spaces in most text fields. DATE format is d/mmm/yy.

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|  | **Document Title/ Filename** *50 character limit per line* | **Number of total Pages** | **File Description** *100 character limit per line* |
| *Example* | *Protocol\_Listening\_01Jul15* | *20* | *Protocol for correlating pitch variable instruction with hearing capacity & comprehension in adults* |
| *1* |       |       |       |
| *2* |       |       |       |
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| *20* |       |       |       |
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