



**National Centre for  
Pharmacoeconomics**  
NCPE Ireland

## Submission Checklist

<b>Drug:</b>	INN/Brand®
<b>Therapeutic indication:</b>	
<b>NCPE HTA number:</b>	
<b>Applicant Company:</b>	
<b>Submitted by:</b>	Name Signature
<b>Second company contact:</b>	Name
<b>Date of submission:</b>	

<INN (NCPE HTA Number) Checklist>

Prior to submitting a full HTA, please ensure that each item on the following checklist is included. Please follow the file-naming convention outlined in the Applicant Template.

- Completed Applicant Template in *both* .docx and .pdf format 
  - Including Appendices 1-4
- Full text copies of all references in .pdf format
- RIS file of all references
- Fully executable copy of the cost-effectiveness model
- Fully executable copy of the budget impact model

***All electronic files must be submitted using a secure link provided by the NCPE.***

***Please contact the NCPE at [ncpe@stjames.ie](mailto:ncpe@stjames.ie) for instructions on secure online submission.***

When all relevant files have been received and checked as complete, the NCPE will request two bound hard copies of the completed Applicant Template and Appendices. The NCPE assessment of the submission will commence when the hard copies have been received.