Checklist for Human Participant Research Projects

EXPEDITED REVIEW:

_____ Completed Application Form
_____ All Consent/Assent documents. (See Consent form guide for directions)
_____ A copy of all research materials when possible. If it is not possible to submit a copy of some research material, then a full descriptive narrative must be submitted in the materials place. (e.g. a Snellen Eye Chart does not need to be submitted if it is being used, but a description of the chart and its use in the research must be submitted)
_____ A single electronic copy of this packet should be submitted to the IRB representative from your area of research (see IRB Membership list on website). If an electronic copy is not possible, a hard copy will be accepted, but electronic submission is preferred.

FULL REVIEW:

_____ Completed Application Form
_____ All Consent/Assent documents. (See Consent form guide for directions)
_____ A copy of all research materials when possible. If it is not possible to submit a copy of some research material, then a full descriptive narrative must be submitted in the materials place. (e.g. a Snellen Eye Chart does not need to be submitted if it is being used, but a description of the chart and its use in the research must be submitted)
_____ Six (6) hard copies of the submission (one for each member of the IRB committee)
_____ Submissions must be made two weeks prior to the next scheduled IRB meeting to be discussed at that meeting (see published IRB calendar)
_____ The primary investigator for the project must attend the full board meeting or the project will not be discussed and will be moved to the next meeting.

REVISION OF PROTOCOL:

_____ Completed Revision of Protocol Form
_____ All Consent documents (even if not revised, they must be stamped again at the new approval date)
_____ All revised research material if applicable.
*Note: If the original project was approved by the full board, submit your changes to the appropriate IRB representative but be aware that you may be asked to return to the full board to discuss the revisions.