

Checklist for IRB Submission and Classification

Submission Requirements: Information that must be submitted before an application can be evaluated

Application form	<input type="checkbox"/> Yes	<input type="checkbox"/> No	All items completed	
Proposal/protocol				
Consent/Assent Form(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Unless implied consent	
Data collection instruments	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Survey/interview questions	
Supporting documents				
Institutional approval	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> No	If at another institution
Training certificates	<input type="checkbox"/> Yes		<input type="checkbox"/> No	All investigators & approval advisor

Required Protocol Elements: Characteristics/Procedures that must be described/explained in detail before evaluation by the IRB Office

Population	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Minors/vulnerable populations
Recruitment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Pressure/concealment
Consent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Informed/voluntary
Procedures/experiences for subjects	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Informed/voluntary
Data collection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Sensitive topics/CMR/IRB TOP/ICM/P/CMR
Risk/benefit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	More than minimal risk/CMR/IRB TOP/ICM/P/CMR
Recording	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Written/audio/video/online
Confidentiality	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Identification/storage