IRB Submission Checklist

☐ General Information Sheet
☐ Project Description (10 page max. 12 pt. Times New Roman or 11 pt. Arial. 1” margins)
☐ Listing of Pertinent References
☐ Brief (2 page) CV for Investigators (with current IRB Educational Certification listed)
☐ Signature Assurance Sheet
☐ Informed Consent Form
☐ Verify all Investigators have current IRB Educational Certification
☐ If Needed: Attach Advertising text to be used for recruitment
☐ If Needed: Drug Information Form
☐ If Needed: Investigational Device Form
☐ If Needed: Assent Form
☐ If Needed: Radiation Safety Form
☐ If Needed: HIPPA Research Authorization Form
☐ If Needed: Supporting Documents, Survey Instruments, etc.

Once Complete:
☐ Send 1 Hard Copy to IRB Office c/o Research Department
☐ 1 Electronic Copy Sent to IRB Office via e-mail:

Signatures of Investigators:

________________________________________  ______________________________
Signature  Print Name

________________________________________  ______________________________
Signature  Print Name

________________________________________  ______________________________
Signature  Print Name

________________________________________  ______________________________
Signature of IRB Administrator  Print Name

Rev August 2011