

# IRB Submission Checklist

- General Information Sheet**
- Project Description** (10 page max. 12 pt. Times New Roman or 11 pt. Ariel. 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