COMMITTEE ON HUMAN RESEARCH
INITIAL FULL COMMITTEE REVIEW APPLICATION
SUBMISSION CHECKLIST
Please send to: Committee on Human Research
Campus Mailbox: 0962

18 identical sets of the following items, with each set collated and stapled:

☐ Cover Letter (optional but strongly recommended if protocol includes difficult ethical issues or special considerations for review, or requests for special handling).
☐ Full Committee Review Application, with all sections completed and signed by the Principal Investigator.
☐ Appendices explaining protocol (e.g., tables, charts, diagrams)
☐ CHR Application Supplements, if applicable:
  ☐ Inclusion of Minors
  ☐ Inclusion of Prisoners
  ☐ Surrogate Consent
  ☐ Non-Significant Risk Determination for an Investigational Device
  ☐ Human Stem Cell Research
  ☐ Tissue Banking
  ☐ Waiver of Informed Consent/Authorization for Minimal Risk Research or Screening
  ☐ Emergency Medical Research Waiver of Informed Consent
☐ Recruitment materials, if any, including:
  ☐ Copies of ads, notices or flyers
  ☐ Telephone script used for recruiting
  ☐ Pamphlets
☐ Consent Documents, dated, paginated and labeled in the footer, including but not limited to the following documents when applicable:
  ☐ Information Sheet(s)
  ☐ Consent Form(s)
  ☐ Assent Form(s)
☐ Letters of Support from other departments, sites, and institutions.
☐ Data Collection Sheets
☐ Other IRB approvals when applicable.
☐ Request for Waiver of Consent/Authorization, if applicable.
☐ For Federally funded studies one copy only of one of the items in section B.6. describing the human subjects component of the grant or contract

Plus 6 copies of the following:

☐ Questionnaires and survey instruments (including quality of life questionnaires, but excluding standard questionnaires such as the Beck Depression Inventory), if any
☐ Focus Group Guides, if applicable

And 1 copy of the following:

☐ Sponsor’s protocol (or “full” or “multicenter” protocol), whenever there is one
☐ Investigator’s Brochure, if study involves an investigational drug, biologic or device