

**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