

IRB PROTOCOL SUBMISSION SUMMARY

PRINCIPAL INVESTIGATOR

PROTOCOL NUMBER

PROJECT TITLE

DATE OF SUBMISSION

Status	Required Documentation	Notes / Version Date
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	Standard Application Form	
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	Fully executed with departmental signatures	
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	Research Protocol	
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	Abstract, methodology, and data analysis plan	
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	Informed Consent Forms	
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	Adult consent, parental permission, or child assent	
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	Recruitment Materials	
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	Flyers, emails, social media scripts, or ads	
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	Data Collection Instruments	
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	Surveys, interview guides, or standardized tests	
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	CITI Training Certifications	
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	Required for all key personnel listed	
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Status **Required Documentation**

Notes / Version Date

External Site Letters

Permission letters for non-institutional data collection

Conflict of Interest (COI)

Financial disclosure forms for investigators

REVIEW CATEGORY (ADMINISTRATIVE USE ONLY)

Exempt

Expedited

Full Board Review