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|   Institutional Review Board | **NEW PROTOCOL SUBMISSION CHECKLIST****- Expedited Standard Submission-** |
| **REQUIREMENT**Materials submitted without the required signatures may delay review. |
|[ ]  Obtain TCH protocol # from IRB Office at IRB\_Office@thechristhospital.com |
|[ ]  Documents required with all submissions[ ]  Study Application[ ]  PI Assurance and Responsibilities (signed by PI)[ ]  Departmental Assurance and Responsibilities (signed by Department Head)[ ]  Disclosure of Financial Interest forms for all key research personnel[ ]  CITI Course Transcripts (HSR Core for Non-Biomedical Studies, HSR Core and Good Clinical Practice (GCP) for Biomedical Studies), if not already on file with the IRB[ ]  Protocol |
|[ ]  Documents as applicable to the research study-[ ]  Recruitment Materials[ ]  Study-related Materials[ ]  ICF(s) utilizing TCH IRB template, Waiver or Alteration of ICF, or Waiver of Documentation of ICF[ ]  Any relevant grant applications[ ]  Investigator Medical License (as applicable, if not already on file with the IRB)[ ]  Investigator CV (if not already on file with the IRB)[ ]  Any other relevant documentation |