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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](mailto:IRB_Office@thechristhospital.com?subject=IRB%20Protocol%20Number%20Request) | |
|  | 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 | |