## Application Checklist

1. Completed IRB Request for Research Approval form  
   a. *Exemption Review request*: Submit Exemption Claim Form and item numbers 3-7 below.  
   b. *Expedited or Full Board Review request*: Submit the Request for Research Approval form and item numbers 2-7 below.  
   c. *For all research requests*: Submit a Cover Letter  

2. Documentation of consent procedures *(ONLY FOR EXPEDITED AND FULL BOARD)*:  
   a. Informed Consent Form  
   b. Assent Form  
   c. Parent Permission/Guardian Form  
   d. Verbal Consent Script  
   e. HIPAA Authorization Form  
   f. Grant application or relevant sections of application (e.g. program narrative)  

3. All survey instruments or questionnaires to be used  

4. All interview questions or topics, in as much detail as possible  

5. All scripts for interviews and focus groups  

6. All advertisement or recruiting materials  

7. Training Certificates (Copies of CITI training record for PI and all personnel involved in the research (if not previously submitted)  

*Incomplete applications will be returned to the Principal Investigator (PI) without review.*