



CHECKLIST: Initial Submission

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HRP-410	V-3/29/13	1 of 1

Instructions: Use this checklist to ensure you are submitting all necessary documents for a study the DSHS IRB #1 has not reviewed before. If the 'Not Applicable' box is blacked out, it means the item is required.

Included	Not Applicable	Document
		HRP-201 Application (REQUIRED)
		HRP-202 Initial Submission Detail (REQUIRED)
		Informed Consent Document
		OR [Either the Consent Document or the Waiver must be submitted]
		HRP-206 Waiver of Informed Consent Request
		DSHS Program Data Request Form (if requesting DSHS Program Data)
		Protocol (REQUIRED)
		Letters to Subjects
		Questionnaires
		Surveys
		Brochures
		Media Flyers
		Certificate of Human Subject Protection Training (REQUIRED)
		Other IRB Approvals
		1 copy of Full Grant Proposal or a Detailed Summary (If study will be funded by a federal agency)
		Students – included a letter of support from your academic review committee