**Application Checklist**

[ ] IRB Application has been uploaded ***(Note-the NEW IRB application found in the Library Manager-Documents for Researchers, replaces the following: Research Protocol Document, IRB Application [old], Forms A, B and C).***

[ ] All personnel involved in the study have been listed as researchers in the IRB Application, their designation/affiliation identified, and have uploaded verification of the required Human Subjects Protection Training.

[ ] All consent material including Consent Forms, information sheets, HIPAA authorization (if relevant), waiver of consent request/Form F (if relevant) have been uploaded.

[ ] All recruitment materials including letters, emails and/or postcards, flyers, brochures, tapes of television or radio advertisements, etc. have been uploaded.

[ ] All data collection instruments including questionnaires, focus group questions, etc. have been uploaded.

[ ] The project package has been shared with all members of the research team using the “Share this Package” button.

[ ] The PI has signed the package using the “Sign this Package” button.

[ ] For GSMC and OPMC studies, appropriate HIPPA/Confidentiality and Security Training/agreement Form has been uploaded.

[ ] Submit Package to the VCOM IRB by using the “Submit this Package” button.

[ ] For modification requests, the Modification Request (Form G) and revised documents with track changes have been uploaded.