**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.