

ENCLOSE A SINGLE COPY OF THIS COMPLETED CHECK-OFF LIST WITH YOUR SUBMISSION.

- complete the **Protocol Approval Form**.
- sign your name
- (if you are a student) obtain signature(s) from your faculty research advisor and all committee members.
- (if you are a student or faculty) obtain signature(s) from all co-investigators.
- (if you are faculty) obtain signature(s) from all committee members.
- Is the proposal double spaced?
- Are all pages numbered?
- include copies of all letters of support from institutions or agencies from which you are requesting access to facilities, subjects, or subject information. **Letters of support MUST be on institutional letterhead and contain: name of study, name of principal investigators, statement that the institution cannot collect fees for services provided as part of the study, and that the institution is liable for injury to the patient while participating in the study.**
- include IRB approval from participating institutions that have an IRB or a statement of concurrent IRB submission.
- include copies of all letters of support from research consultants.
- include copies of all instruments to be used in data collection.
- include copies of any project flyers announcing the project to subjects and/or a copy of a recruitment advertisement in any other form e.g., newspaper ad.
- include copies of all educational materials to be distributed to subjects in the course of the research project as a part of a planned intervention with a treatment and/or to be given to a control group, or to be given to all participants for ethical or other reasons.
- include a copy of the **Informed Consent** form.
- include a copy of Experimental Subject's Bill of Rights:
- Include a copy of the complete curriculum vitae of the principal investigator and co-investigators if they are **NOT a faculty or student** at Samuel Merritt University.
- Include a copy of curriculum vitae of research committee members only they are **NOT faculty** at Samuel Merritt University.
- If the project is funded attach a copy of the "Samuel Merritt University Extramural Funding Request" (internal funding) or the "Transmittal Form for Sponsored Projects" (external funding source).

If you have questions about the SMUIRB process, contact Jamie Hirota, IRB Administrator, (510) 869-6647 (jhirota@samuelmerritt.edu) from 8:00 a.m. to 5:00 p.m. Monday through Friday. Jamie's office is in the Peralta Pavilion, 450 30th Street, Room 2718.