**Expedited or Full Review Submission Checklist**

***Include in your Submission***

**First PI Name and Contact Information**

|  |  |  |
| --- | --- | --- |
| Name | Email Address | Best Phone Number |
|  |  |  |

**If SMU student, Indicate program and Faculty Chair/Advisor**

|  |  |  |
| --- | --- | --- |
| Program | Faculty Chair/Advisor Name | Advisor email address |
|  |  |  |

[ ]  ***I attest that my Faculty Chair/Advisor has reviewed this application***

|  |  |  |
| --- | --- | --- |
| **Verify** | **Yes** | Follow-up (for office use only) |
| Current Application (Effective June 2023) for Expedited or Full IRB Review Used  | [ ]   | Assigned IRB ID: 2024-XXX |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attachments Included with Application** | **Yes** | **NA** | Follow-up (for office use only) |
| Recruitment materials | [ ]   | [ ]   |  |
| Informed Consent | [ ]   | [ ]   |  |
| Survey Items | [ ]   | [ ]   |  |
| Interview Protocol | [ ]   | [ ]   |  |
| Observation Tools | [ ]   | [ ]   |  |
| Intervention Description | [ ]   | [ ]   |  |
| Educational materials to be distributed to subjects during intervention | [ ]  | [ ]  |  |
| CITI or NIH Training Certificates | [ ]   | [ ]   |  |
| CV of PI and co-investigators if **NOT a faculty or student** at SMU  | [ ]  | [ ]  |  |
| IRB approval from participating institutions or a statement of concurrent IRB submission | [ ]  | [ ]  |  |
| Non-SMU Site approval\* | [ ]   | [ ]   |  |

*\*For Non-SMU Site approval of applications involving patients or clients: Indication of support MUST be on institutional letterhead and include: name of study, name of principal investigators, statement that the institution will not 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. For studies NOT involving patients or clients: indication of support can be documented from institutional email. Content must include name of study and principal investigators and their support for the research activities.*

If you have questions about the SMUIRB process, contact Jamie Hirota, IRB Administrator, (510) 879-9200, x7374 (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