PI CHECKLIST FOR SUBMITTING A RESEARCH APPLICATION

☐ Initial Submission Includes:
  ✓ IRB Initial Application Consent form (if consenting subjects)
  ✓ HIPPA and NOPP form (if consenting subjects)
  ✓ HIPAA Waiver form (i.e. chart review studies)
  ✓ Research Proposal Outline/Protocol
  ✓ CITI Course Certificate(s) for all investigators on the study protocol
  ✓ Copy of Grant (for grant funded study)

☐ Determine the Review Category of your project (the final determination will be made by the IRB; see Attachment A, Section I for instructions and Attachment B, pages 1 and 3 for citations).

☐ Write your Proposal.

☐ Fill out the Initial Application form and obtain the following signatures:
  Principal Investigator, Co-Investigators, study staff, Lab Director, Dr. Gans (KIR personnel on the project) and Dr. DeLuca (KF personnel on the project)

☐ If your project falls under either the Full Board or Expedited category, prepare a Consent Form. See Attachment A, Section II.A.4 for instructions and Attachment B, pages 5-7, for federal regulations pertaining to informed consent.

☐ Research Review Committee (RRC) – Unfunded study protocols will be reviewed by this committee. Provide comments from a researcher other than the mentor.

☐ MRI Study Protocols – Requires MRI Committee to review prior to the RRC and IRB

☐ For Expedited and Full Review protocols submit your application to the IRB (see forms for number of copies)

☐ Submit hard and electronic copy of your entire application via email
  Microsoft Word format; submit your application to the IRB (see forms for number of copies)

☐ Read carefully the document describing Responsibilities of Investigators and retain a copy for your files (see Attachment C).

☐ The PI is required to attend the Research Review Committee and IRB meetings at which your protocol is to be reviewed. You may appoint a co-investigator to represent you.

☐ Collaborative Institutional Training Initiative (CITI) All members of the study team are required to submit certification. CITI Course: www.citiprogram.org

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