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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