**Not for submission. This list is imbedded in the initial review application and is shown here for informational purposes only.**

**Instructions:** The purpose of this checklist is to identify all items necessary to compile a complete protocol submission. Submit all protocol materials including the checklist to ResearchCompliance@uoregon.edu. Contact Research Compliance Services (RCS) by email or phone (541-346-2510) with any questions.

* **If submitting all materials in one document, order the materials as listed below.**

|  |  |  |
| --- | --- | --- |
| **Incl.** | **n/a** | **Items** |
| [ ]  | — | Initial Review Application, completed and signed by the Principal Investigator and, if applicable, the Faculty Advisor.  |
| [ ]  | — | Research Personnel Form and solicited applicable training documentation.  |
| [ ]  | [ ]  | Human Subject Conflict of Interest (COI) Form  |
| [ ]  | [ ]  | Funding and Sponsorship Form |
| [ ]  | — | A Research Plan and applicable appendices (grant applications or excerpts from a grant will NOT be accepted as a Research Plan.). |
|  |  |  | Incl. | n/a |  |
|  |  |  | [ ]  | [ ]   | Appendix A - Drugs |
|  |  |  | [ ]  | [ ]   | Appendix B - Medical Devices |
|  |  |  | [ ]  | [ ]   | Appendix C - Ionizing Radiation |
|  |  |  | [ ]  | [ ]   | Appendix D - HIPAA |
|  |  |  | [ ]  | [ ]   | Appendix E - Genetic Materials |
| [ ]  | [ ]  | Recruitment Materials: Emails, letters, scripts, flyers, posters, brochures, etc. |
| [ ]  | [ ]  | Informed Consent/Assent Materials  |
| [ ]  | [ ]  | Debriefing Materials |
| [ ]  | [ ]  | Release Form for Translators and Transcribers |
| [ ]  | [ ]  | Data Collection Materials (questionnaires, surveys, data collection forms, focus group/interview scripts, etc.) |
| [ ]  | [ ]  | Data Safety Monitoring Plan |
| [ ]  | [ ]  | Data Safety Monitoring Board/Committee information |
| [ ]  | [ ]  | Data Use Agreement(s) |
| [ ]  | [ ]  | Permissions, support letters, and IRB approval documentation as identified in Part VII of this application. |
| [ ]  | [ ]  | Clearance or approval documentation from applicable UO Environmental Health and Safety oversight/inspection |
| [ ]  | [ ]  | For funded and/or sponsored research: The human subjects portion of the grant proposal. |