

USA IRB Submission Requirements by Project Type

Exempt:

- Chart Reviews
 1. Application Part A
 2. Application Part B: Retrospective Medical Records Review
- Exempt, no identifying information retained
 1. Application Part A
 2. Application Part B: Exempt
 3. Recruitment materials, if applicable (i.e. phone/email scripts, flyers, etc.)
 4. Information Sheet
 5. Survey/Questionnaire/Test, if applicable
- Exempt, identifying information retained* (even if coded)
 1. Application Part A
 2. Application Part B: Exempt
 3. Data Safety and Management Form
 4. Recruitment materials, if applicable
 5. Consent Form(s)
 6. Survey/Interview Questions, etc.

***Note: If identifying information is being collected or retained and participants' identities will be readily ascertainable to the investigator for an Exempt study, this goes through our Limited Review process. Audio and/or video recording of subjects is considered identifying information. The recording of minors will always be escalated to Expedited Review.**

Expedited/Full Board:

- Biological Specimen Collection
 1. Application Part A
 2. Application Part B: Biological Specimens
 3. Biospecimen Banking Protocol, if applicable
 4. Consent Form(s), if applicable

Note: If any activities outside the collection or banking of biospecimens will occur, Application Part B: Expedited and Full Board must be submitted in addition to Application Part B: Biological Specimens.

- Expedited/Full Board
 1. Application Part A
 2. Application Part B: Expedited and Full Board
 3. Investigator's Brochure, if applicable
 4. Consent Form(s) in draft form
 5. Protocol
 6. Recruitment Materials