**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](mailto:researchcompliance@uoregon.edu). Contact Research Compliance Services (RCS) by [email](mailto:ResearchCompliance@uoregon.edu) 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. | | | |