

## DSHS Institutional Review Board #1 Submission Checklist

	Yes	No	N/A
Appropriate number of Applications (Most recent version used)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principal Investigator contact information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student designation clarified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DSHS Contact information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Review Type chosen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submission Type designated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start/End Dates clarified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vulnerable Subject Characteristics clarified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funding Source listed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other IRBs listed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PI Signature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DSHS Contact Signature (Send submission to Contact for signature)			
Synopsis of proposal included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Synopsis of proposal or protocol specific to study proposed? (Not protocol used by national study or another study site)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written documentation of agreements with the data sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human subject protection training/education documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent Document included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Assent Document included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parental Consent Document included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Script for verbal consent included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading level & method on all consent form(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Survey instruments/questions included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letters to subjects included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brochures, info sheets, and other educational materials included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focus group questions included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of other IRB approvals included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>