Missouri Department of Health and Senior Services

Checklist for Submission for IRB Review of Research/Study Protocol

[ ]  *IRB Form 1 ‘Request for Review of Research Protocol’*

The Principal Investigator must sign page 1, assure the Federalwide Assurance number of the institution is included in item 7, and provide a current CITI Program completion certificate for DHSS Investigators/Co-Investigators.

[ ]  *Abstract of Protocol*

[ ]  *Protocol*

[ ]  Copy of consent form, if applicable.

[ ]  Copy of Memorandum of Understanding or Agreement, or other documentation that provides evidence that all collaborating institutions and investigators have agreed to collaborate on the project, if applicable. See section C on IRB Form 1. (Federalwide Assurance Numbers are required for all expected sites.)

[ ]  Copy of the letter that includes the date of approval from another IRB, including any modifications, limitations or conditions required by that IRB, if applicable. Provide the registration number of other institution’s IRB. See section D on the IRB Form 1.

[ ]  Copies of recruitment materials (media ads, notices, announcements, posters etc.), if applicable. See number 5 on protocol form.

[ ]  Copies of all research instruments (questionnaires, letters to institutions/subjects, material to be seen/read by subjects, etc.) See number 8 on protocol form.

**Principal Investigators not affiliated with the Missouri DHSS:**

Submit an electronic signed copy of all requested information listed above to the DHSS staff person working with you on the project/study. All external researchers are required to collaborate with a DHSS Co-Investigator.

DHSS Investigators/Co-Investigators:

[ ]  *DHSS Cover Sheet* (completed by DHSS Investigator/Co-Investigator)

Complete a *Cover Sheet for IRB Submissions* for each individual project/study done in collaboration with external researchers or for internal projects/studies. Submit/route the completed cover sheet with the signed paper copy of the full application packet to the Department’s Institutional Official, following Section E’s review/signature process.