**CHECKLIST FOR SUBMITTING YOUR IRB PROTOCOL**

**Please include a copy of this completed form with your IRB application**

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| ***Preliminary Steps:*** | |
|  **ALL investigators listed must complete two required trainings:**   PIs   Co-PIs   Research Assistants   Faculty Sponsors | Required Trainings:   Complete CITI Human Subjects Research Training   Complete NIH Conflict of Interest Training  **All required training information may be found at:**  **http://www.baptistonline.org/services/research/irb/** |
| ***Submission Steps:*** | |
|  Create and develop your study documents as follows:   **Research Protocol:**   * Introduction. (Statement about what the project/research is about.) * Background * Purpose (What are you planning to do with the information collected) * Methodology * Subject Population * Data Collection ( The process for collection, storage, confidentiality, and protection of PHI) * Disposition of Data. (What will happen to research material/data after conclusion of research?) * Consent Form. (if applicable) * Copies of data collection tools. (Surveys, questionnaires, etc.) * Letter of introduction to the participants. (Includes your status as Baptist Employee and that BMHCC IRB has reviewed the project/research.)    **Instruments:** all data instruments and other materials to be distributed to and/or used with study participants (e.g., surveys, questionnaires, interview guides, etc.).   **Recruitment Materials:** all flyers, e-mail scripts, verbal scripts, and other materials to be distributed to and/or used to recruit participants.   **Informed Consent Documents:** all form(s), letter(s), or script(s) containing the elements of informed consent.   **Agreements from Outside Institutions:** If you have received permission from an outside agency or organization to receive information, records, or to conduct research activities on site – please provide a letter of support.   Complete the new study application located on the BMHCC IRB website: **http://www.baptistonline.org/services/research/irb/**   If you are a student or resident you must have an eligible PI listed as your co-principal investigator.  ** Anticipated Start Date of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ** Anticipated End Date of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| ***Post-Submission Steps:*** | |
|  For student researchers, make sure that your faculty sponsor and Department Director/Chair have both signed and approved your submission to the IRB.   Monitor your e-mail for communication from the IRB concerning your submission.   **Do not start collecting data for your project until you receive an official IRB approval letter.**  **Please note that expedited reviews may take up to 2 – 4 weeks to complete.** | |

If you have questions about the submission process, please contact the Baptist IRB office:

6025 Walnut Grove Rd., Suite 404

Memphis, TN 38120

Phone: 901-226-1677 or 901-226-1678