**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