

# Human Research Investigator Checklist

## Submitting a New Study for IRB Review

Complete the [Human Research Protocol](#)

- Create/gather and proofread needed supporting documents  
*Note: Not all of the following are required for your study—complete only those that are relevant for your research project.*
  - [Consent Forms](#)
  - [Assent Forms \(minors\)](#)
  - [Recruitment Materials](#)
  - Interview questions/ survey questions/ focus group questions
  - Tests/assessments
  - Debriefing statement (deception or omission studies)
  - External site approval letter
  - KU Environmental Health & Safety (EHS) approval
  - [HIPAA Documents](#)
  - Award/contract materials
  - Other relevant forms
- Students Only**: Receive approval of documents from faculty supervisor
- Complete human research [training in CITI](#)
  - Note: If you've previously completed the training within the last 3 years, you do not need to retake it.*
  - Faculty supervisors and all study team members need to have current human research training.
  - Contact [irb@ku.edu](mailto:irb@ku.edu) with any external study team members to receive further assistance.
- [Create a New Study](#) in [eCompliance](#)
  - Upload all human research protocol and supporting documents.
  - Add study team members (including faculty supervisor).
  - Submit using the "Submit" button on Study home page.
  - Students only**: have [faculty supervisor complete the ancillary review](#).

Checklist of Documents in eCompliance	
eCompliance Page	Documents to Prepare and Upload
Basic Information	*Initial Submission Application
Funding Sources	Grant Applications or Award Letter (If Applicable)
Study Team Members	<p>Add anyone involved in the following:</p> <ul style="list-style-type: none"> <li>• Obtaining Consent for research purposes</li> <li>• Interacting/Intervening with participants for research purposes</li> <li>• Has access to identifiable data for research purposes</li> <li>• Serving as a faculty supervisor for a student project</li> </ul> <p>For Non-KU affiliates, submit IRB access form to <a href="mailto:irb@ku.edu">irb@ku.edu</a> prior to final submission.</p>
Study Scope	N/A
External Sites (if checked in Study Scope)	<p>If research is being conducted offsite at another institution, company, university, school, etc.</p> <p>IRB reliance letter (if available). Letter of Support from site (if applicable)</p>
Consent Forms and Recruitment Materials	<a href="#">Consent Documents</a> and <a href="#">Recruitment Materials</a>
Supporting Documents	<p>If Applicable:</p> <ul style="list-style-type: none"> <li>• Surveys, instruments</li> <li>• Data collection sheet</li> <li>• Subjects instructions, diaries, ect.</li> <li>• Sponsor correspondence</li> <li>• HIPAA waiver request</li> <li>• Ect.</li> </ul>
	<b>*Required on all new studies</b>