

# KU-Lawrence Human Research Protection Program New IRB Submission Checklist

## New Study Checklist

- Complete [Human Research Protocol](#)
  
- Create/gather needed documents (check only that apply for your study - not all are required)
  - [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: need to complete once every 3 years.
  - Faculty supervisors need to have current human research training for student projects (all study team members need to have 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 relevant documents.
  - Add study team members (including faculty supervisor).
  - Submit using the "Submit" button on Study home page.
  - Students only: have faculty supervisor complete ancillary review.

Checklist of Documents in eCompliance	
eCompliance Page	Documents to Prepare and Upload
Basic Information	* <a href="#">Human Research Protocol</a>
Funding Sources	Grant Applications; Award Letter; Contract (If Applicable)
Study Team Members	<p>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, email <a href="mailto:irb@ku.edu">irb@ku.edu</a> for more information.</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 (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, etc.</li> <li>• Debriefing statements</li> <li>• EHS approval</li> <li>• External site approval</li> <li>• HIPAA waiver request</li> <li>• Other relevant documents</li> </ul>
	<b>*Required on all new studies</b>