

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	Undergraduate students may need to be added to the system. Students can contact us with their Student ID to be added. For non-KU affiliates, submit IRB Access form to HSCL@ku.edu prior to final submission.
Study Scope	N/A
External Sites (if checked in Study Scope)	IRB Reliance letter (if available). Letter of support (if applicable)
Consent Form and Recruitment Materials	Consent Documents (Signed consent, information statement, etc.) and recruitment materials (flyers, emails, letters, etc.)
Supporting Documents	If Applicable: <ul style="list-style-type: none"> • Surveys, instruments • Data collection sheet • Subject instructions, diaries, etc. • Sponsor correspondence • HIPAA waiver request • Etc.
	*Required on all new studies