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| **Study Information** |
| IRB Number | Click to enter number. |
| Principal Investigator | Click to enter text. |
| Protocol Title | Click to enter text. |

**Check the documents included with your submission.**

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| **Required Documents for all Studies** |
|[ ]  HRP-301 Application |
|[ ]  HRP-302 Protocol |
|[ ]  HRP-306 Research Team Log |
|[ ]  HRP-307 Amendment Application |
|[ ]  HRP-308 Renewal Progress Report |
|[ ]  Human Subject Research Protection Training Certificate(s) |
|[ ]  Informed Consent Documentation (at least one of the following) |
|  |[ ]  HRP-305 Informed Consent Document Checklist and Informed Consent Document(s) |
|  |[ ]  HRP-304 Waiver or Alteration of Informed Consent Form |

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| **Required Document for Recruitment and Contact Studies** |
|[ ]  HRP-303 Recruitment Protocol |

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| **Additional Documents, if applicable** |
|[ ]  Other IRB Determination Letter(s) (most recent date or application) |
|[ ]  Conflicts of Interest Disclosure Letter (if reportable interests have changed) |

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| **Amendment Documents, if applicable** |
| Based on the type of amendment being submitted for review, the following documents are required if pertinent to the study changes. Check all that apply to your amendment application (HRP-307). |
| I. Principal Investigator Update |
|[ ]  HRP-306 Research Team Log |
|[ ]  Human Subject Research Protection Training Certificate |
|[ ]  Conflicts of Interest Disclosure Letter (if PI has reportable interest) |
| II. Research Team Member Update |
|[ ]  HRP-306 Research Team Log |
|[ ]  Human Subject Research Protection Training Certificate for new member(s) |
|[ ]  Conflicts of Interest Disclosure Letter (if new member has reportable interest) |
| III. Data or Biospecimens Relocation or Transfer |
|[ ]  HRP-302 Protocol (track changes and clean copy) |
|[ ]  Certificate of destruction or other written verification from the original storage site (if the data are permanently relocated to a new site) |
| IV. Protocol or Recruitment Protocol Modification |
|[ ]  HRP-302 Protocol (track changes and clean copy) |
|[ ]  Principal Institution Protocol (track changes and clean copy) |
|[ ]  HRP-303 Recruitment Protocol (track changes and clean copy) |
| V. Informed Consent Document Modification |
|[ ]  Informed Consent Document(s) (track changes and clean copy) |
|[ ]  HRP-304 Waiver or Alteration of Informed Consent Form |
|[ ]  HRP-305 Informed Consent Document Checklist  |
| VI. Study Document Changes |
|[ ]  Other IRB Determination Letters  |
|[ ]  Recruitment Materials (track changes and clean copy) |
|[ ]  Questionnaires and Surveys (track changes and clean copy) |
| VII. New Data or Biospecimens Request |
|[ ]  HRP-302 Protocol (track changes and clean copy) |
|[ ]  DSHS/ HHSC Program Data Checklist(s) |
| VIII. Other |
|[ ]  Conflicts of Interest Disclosure Letter (if reportable interests have changed) |

* **Additional protocol documents may be requested to ensure a substantial review process.**