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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.**