

Document Checklist for Scientific Review

This checklist is intended to aid investigators in providing the documentation necessary to submit a complete research submission to the Scientific Review Committee (SRC). **Required items are in bold below.** If this study requires a grant application, a copy of the complete grant may be submitted as the study protocol. Other materials may be required depending upon the specifics of your protocol. **If after review the SRC requires modifications to the study, you must include the SRC Summary Statement in the resubmission along with an indication of how all SRC stipulations were addressed. (Please submit a copy of revised documents with revisions highlighted or tracked changes enabled.)**

If you have any questions, please email the SRC Liaison: Veronica Rydze, vrydze@ncnm.edu

Check all that apply and submit each item.	
<input type="checkbox"/>	Proofreading completed on all documents with attention paid to closely to grammar and spelling.
<input type="checkbox"/>	Principal Investigator Assurance and Signature The PI assures that the current state of the study submitted is in its most complete form. Printed Name (with degrees): _____ Signature: _____ Date: _____
<input type="checkbox"/>	Training of Study Personnel <input type="checkbox"/> All study personnel completed required Responsible Conducting Research (RCR) and HIPAA training , required every 5 years <input type="checkbox"/> All study personnel filed a Disclosure of Significant Financial Interest (DSFI) form , required annually
<input type="checkbox"/>	What type of study is this? <input type="checkbox"/> Pilot <input type="checkbox"/> Clinical Trial <input type="checkbox"/> Survey, questionnaire, interview, or non-intervention study <input type="checkbox"/> Retrospective <input type="checkbox"/> Prospective <input type="checkbox"/> Secondary data analysis <input type="checkbox"/> Pre-existing biological specimens <input type="checkbox"/> Specimen collection only <input type="checkbox"/> Other: _____
<input type="checkbox"/> N/A <input type="checkbox"/>	Initial Review Questionnaire (IRQ) <input type="checkbox"/> PI signature on IRQ
<input type="checkbox"/>	Protocol
<input type="checkbox"/> N/A <input type="checkbox"/>	PI Assurances <input type="checkbox"/> PI signature on Assurances

<input type="checkbox"/> N/A <input type="checkbox"/>	CI Assurances <input type="checkbox"/> CI signature on Assurances
<input type="checkbox"/> N/A <input type="checkbox"/>	All Script/s and Telephone Script/s <input type="checkbox"/> Scripts read out loud and to another person to check for understandability
<input type="checkbox"/> N/A <input type="checkbox"/>	All Informed Consent Form/s
<input type="checkbox"/> N/A <input type="checkbox"/>	Investigator's Brochure; Package Inserts, Safety Sheets for Food Supplements, Herbs, Etc.
<input type="checkbox"/> N/A <input type="checkbox"/>	All Advertisements or Recruitment Letters/Text
<input type="checkbox"/> N/A <input type="checkbox"/>	All Survey Instrument/s or All Data Collection Form/s <input type="checkbox"/> Include the questions that will be presented to the participant <input type="checkbox"/> Include any rubric that may be used for scoring or coding answers
<input type="checkbox"/> N/A <input type="checkbox"/>	Collaborative Agreement/s , if applicable Collaboration with: _____
<input type="checkbox"/> N/A <input type="checkbox"/>	<i>For Resubmissions to the SRC: Include Response to SRC Reviewers with all revisions addressed</i>
<input type="checkbox"/>	Emailed completed SRC submission documents to: kkubitz@ncnm.edu.