PACKAGE CHECKLIST

Incomplete packages will delay the review process. Most of the required forms and document templates can be found in the IRBNNet Forms & Templates library (see left-hand navigation bar under “Other Tools”).

**Required documents for a complete package:**
- ☐ Protocol request form
- ☐ Consent form
- ☐ Cooperating institution letter (*when recruiting subjects or accessing data from an organization other than WSU*)
- ☐ Recruiting advertisements, letters, emails (*when used to recruit subjects*)
- ☐ Sample survey tools, questionnaires, interview questions, test instruments, etc. (*when using these tools*)
- ☐ FDA approval document (*when conducting investigation drug study*)
- ☐ Other documentation that you believe is necessary or appropriate for a reviewer to understand the study

**Other documents that may be necessary for your study:**
- ☐ Formal research protocol (*as required by your department, thesis committee, etc.*)
- ☐ Consent waiver request (*study must meet all criteria for waiver of informed consent*)
- ☐ Cooperating institution sample consent form, HIPAA form (*when working with an organization other than WSU*)
- ☐ IRB approval documentation when another IRB has previously reviewed the study

**Steps required to fully complete your package:**
- ☐ Link or documentation of completion of approved human subjects protection education program for all co-PIs
- ☐ Electronic signatures by the PI and all co-PIs (*you may not sign “on behalf of” a co-PI or faculty advisor*)
- ☐ Electronic signature by the faculty advisor (*for students submitting packages*)
- ☐ Submit the package to the WSU IRB