

Full Initial Review

All forms must be complete and signed by the investigator and the faculty sponsor when applicable. All copies must be double-sided.

Initial Review Requests with all required copies of applicable materials are due by the close of business (4:30 pm) on the 1st Wednesday of the month for the Medical Sciences and last Tuesday of the month for the Behavioral Sciences. ([see meeting schedules](#))

NOTE: Electronic submission is not accepted at this time.

Required Full Initial Review Materials

	Medical	Behavioral
<input type="checkbox"/> *Common Protocol Cover Form	25 copies	15 copies
<input type="checkbox"/> *Consent Form	25 copies	15 copies
*These two items must be stapled together with cover form on the top. If multiple consents, collate 1 copy of each consent form and staple together with cover form on the top.		
<input type="checkbox"/> Protocol	3 copies	3 copies
Attach other materials as applicable		
<input type="checkbox"/> Grant with budget	1 copy	3 copies
<input type="checkbox"/> HIPAA Cover Form	1 copy	1 copy
<input type="checkbox"/> HIPAA Authorization	1 copy	1 copy
<input type="checkbox"/> Contract	1 copy	1 copy
<input type="checkbox"/> Investigational Drug/Device Brochure	1 copy	n/a
<input type="checkbox"/> Collaborative Agreement	1 copy	1 copy
<input type="checkbox"/> Request for Review of Emergency Research with Waiver of Consent	1 copy	n/a
<input type="checkbox"/> Recruitment Material	1 copy	3 copies
<input type="checkbox"/> Waiver, if applicable	1 copy	3 copies
<input type="checkbox"/> Surveys/Questionnaires	1 copy	3 copies