**To be assigned to an agenda, your submission must include:**

All items from “Accepted for IRB processing” checklist

All personnel must be compliant with BSD training policy

OCR-ROC concerns addressed; IRB staff will verify with OCR-ROC that submission is complete

Complete response to pre-review comments marked as “required” on AURA-IRB protocol submission form, either by revising AURA or providing a memo response if changes were not made as requested

If consent will be obtained, complete response to pre-review comments marked as “required” on consent script(s) and/or forms, either by submitting tracked and clean copies of the revised consent form(s) and providing a memo response if any changes were not made as requested

If CTRC review is required, CTRC approval letter

If PBUC review is required, PBUC approval letter

If there is a known external relationship of a member of the research team, if applicable URA has been consulted and agreed to proceed with IRB review