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

All items from “Accepted for IRB processing” checklist

All personnel must be compliant with CR\_POL 110, “Faculty and Staff Training Requirements for the Conduct of Clinical Research Policy”

OCR regulatory review identifies no significant concerns

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 form(s), 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 study was previously reviewed by the IRB, complete response to previous IRB Committee comments, e.g. a deferral response memo was submitted, providing a memo response if any changes were not made as requested, etc.

If PRMC (CTRC) review is required, PRMC 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 URA and IRB leadership have agreed to proceed with IRB review

As applicable, study is in compliance with CR\_Policy 116, “Access to University of Chicago Health System Data by University of Chicago or University of Chicago Medical Center Employees for Research” and CRI consult memo has been provided