**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) or 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 is provided

[ ]  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