Human Subject Research submission Checklist

***Templates can be found at*** [***https://my.ahu.edu/academics/research/guides-and-forms***](https://my.ahu.edu/academics/research/guides-and-forms)

***Online submission at*** [***https://my.ahu.edu/academics/research/online-submissions***](https://my.ahu.edu/academics/research/online-submissions)

# Documents

HRP-200 FORM: Initial Review Application

HRP-201 FORM: Research Personnel

Appropriate AH Consent Form Template:

* HRP-500 – Template Consent
* Or HRP-501 - Template Consent for Minimal Risk Research
* Or HRP-508 – Template Consent for Exempt Research

Appropriate AH Proposal template:

* HRP-504 - Prospective Research Study Protocol Template
* Or HRP-504 - Qualitative Research Study Protocol Template
* Or HRP-504 - Retrospective Research Study Protocol Template

Study Site(s) approval letter(s)

Chair Certification Letter

CARE team Clearance Letter

# Requirements

IRBnet account (all investigators)

CITI training under AdventHealth Orlando affiliation (all investigators):

* Basic Biomedical or Basic Social/Behavioral
* Health Information Privacy and Security (HIPS)
* Good Clinical Practice (GCP), if the study is subject to FDA

Link of IRBnet account and AdventHealth Orlando CITI account (all investigators)

Florence Training (all investigators) request the Research Office access

* Training: Pdf or video
* CV and professional state licenses

Conflict of Interest disclosure and training (only PI) request to the Research Office access

* ALN training
* Disclosure form 