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 