

New Project Submission Checklist

NOTE: Grey highlighted documents are **MANDATORY**. Submissions will be withdrawn if these documents are not included. Other documents required for a new project submission will be project-specific. All documents are located in the [IRB Library](#).

✓	Document	Document Type (in IRBNet)	Notes
*	Project Information Form	Application Form	Submit as PDF only; must be signed by PI.
*	Scientific Review Form or Federal Peer Review	Other	Submit as PDF only; must be signed by the department, dissertation or thesis committee chair.
*	Protocol	Protocol	Submit as Word doc; required for all projects; use the OIRB's template protocol.
*	Project Team Form + <ul style="list-style-type: none"> CITI Completion Report(s) <i>must list completed modules</i> COI Decision Memo or Management Plan 	Other <ul style="list-style-type: none"> Training/Certification Conflict of Interest – Mgmt Plan 	Must include all researchers; majority of CITI modules must be completed within 3 years; researchers are required to complete the UNM COI Survey annually at: http://researchcompliance.unm.edu/coi
**	Consent Form (ages ≥ 12) Assent Form (ages 7-11)	Consent Form Child Assent	Submit as Word doc; Note: Signed informed consent is required for all projects unless a wavier is requested and justified in the protocol.
*	Data Collection Instruments	Data Collection Questionnaire/Survey	Submit as Word doc; include surveys, questionnaires, interview questions; focus group scripts; validated assessments
**	Recruitment Materials	Advertisement	Submit in editable format (Word, Publisher, etc.); include flyers, print media, audio/video, online content, recruitment scripts/emails.
**	Other Supporting Documents	Other	Letters of Support, other IRB Approvals, Data Transfer Agreements, Certificates of Confidentiality, Translation Certification Form, Device Form, etc.
*	CV/Resume of Principal Investigator	CV/Resume	Required for Principal Investigator
**	Individual Investigator Agreement	Investigator Agreement	This form is required for external partners if their institution does not have an FWA.

* Required ** Required if applicable