

Investigator Checklist for New Behavioral/Social Sciences UMCIRB Submissions

Type of Research Proposal	Number of Copies	UMCIRB Forms	Completed
Exempt Research Proposal	1	Research Form (ensure all applicable signatures have been attained prior to submission)	
	1	Protocol/Proposal/Grant/Thesis	
	1	Consent/Assent/Permission Form	
	1	Letter of Support (for research conducted outside of ECU)	
	1	Instruments/Tools/Questionnaires	
	1	HIPAA Authorization or Waiver of Authorization <i>*Required if protected health information is being used or disclosed for research purposes.</i>	
Expedited Research Proposal	1	Research Form (ensure all applicable signatures have been attained prior to submission)	
	1	Protocol/Proposal/Grant/Thesis	
	1	Consent/Assent/Permission Form	
	1	Letter of Support (for research conducted outside of ECU)	
	1	Instruments/Tools/Questionnaires	
	1	Conflict of Interest Disclosure Form (for PI)	
Behavioral/Social Sciences Full Committee Research Proposal	1 original and 14 copies	Research Form (ensure all applicable signatures have been attained prior to submission)	
	4	Protocol/Proposal/Grant/Thesis	
	15	Consent/Assent/Permission Form	
	15	Letter of Support (for research conducted outside of ECU)	
	15	Instruments/Tools/Questionnaires	
	15	Ads/Flyers/Brochures	
	1 original and 2 copies	Conflict of Interest Disclosure Form (for PI)	
	1	HIPAA Authorization or Waiver of Authorization <i>*Required if protected health information is being used or disclosed for research purposes.</i>	

- ❖ Items for full review must be collated in to individual packets.
- ❖ Original signatures are needed for the UMCIRB file.
- ❖ Please place a version date on each item and update this version date when revised.
- ❖ Copies should be double-sided.
- ❖ Required submission documents and number of copies for continuing review are located on the [Continuing Review/Closure Form](#)
- ❖ Required submission documents and number of copies for revisions are located on the [Revision Form Instructions](#)