**IRB Submission Checklist for Exempt Rapid Review**

PI Name:

Project Title:

IRBNet#:

**INSTRUCTIONS**

Researchers requesting a rapid review must complete this checklist and upload it with their other submission documents. The cover page of the submission application includes more details on the mandatory and required elements of each submission. Do not request a rapid review unless the application is complete.

**The checklist must be uploaded with other documents in the submission. A faculty advisor’s/sponsor’s signature on the submission application indicates they have reviewed and approved this checklist. The submission will not undergo review until the checklist has been completed and submitted.**

**COMPLETE AND CHECK ALL THAT APPLY**

**Mandatory Documents**

[ ]  Completed Exempt Application Form

[ ]  Copies of CITI training records (see application cover sheet)

[ ]  Application Signatures (typed or written on the final pages of the application)

[ ]  Electronic signatures

[ ]  Consent documents

**Additional documents, as applicable**

[ ]  Appendix A for additional key personnel

[ ]  Appendix J for Internet Research

[ ]  Appendix K if a waiver of authorization is requested

[ ]  Conflict of Interest Disclosure Form

[ ]  A copy of any grant application(s) for an externally funded study

[ ]  Protocols

[ ]  Questionnaires

[ ]  Surveys

[ ]  Recruitment materials or scripts

[ ]  Advertisements

[ ]  Permission letters

[ ]  Data collection forms

[ ]  Applicable agreements (Data Use Agreement, Data Sharing Agreements, etc.) [ ]  Any other information used in the study or given to participants

  **HELPFUL RECOMMENDATIONS**

Follow instructions on application cover page and throughout the application very carefullyEnsure application is completely filled out
Ensure application is consistent throughout and consistent with other documents for the study with respect to the following:

**[ ]** Number or participants **[ ]** Recruitment methods

**[ ]** Duration of the study **[ ]** Data Collection

**[ ]** Procedures **[ ]** Permission letters

**[ ]** Research locations