

Section E. Investigator Check-list

(For investigator use only)

Please attach the following items in order for the SEPCOM to review your protocol.

Required

- SEPCOM application form
- IRB application form
- Original IRB approval memo
- Protocol as approved by or submitted to the IRB
- Informed Consent form as approved by or submitted to the IRB
- Assent form as approved by or submitted to the IRB, *if applicable*
- Biographical sketch for all PIs
- Lab manual

Optional

- A copy of the sponsor award
- Sponsor budget

All investigators submitting protocols to request CTSA resources are encouraged to meet with the CRU administration to discuss the budget and CRU resources prior to submission of their application. Such pre-review discussions will allow the CRU staff to become familiar with the planned studies, which in turn, will enable them to better inform the SEPCOM about the planned CRU use.