This checklist is intended to be a reference tool. Not all studies will be required to submit all documents. If you are unsure if you need to submit a document that is listed here, please contact the Office of Human Research (OHR) at [ohrirb@gwu.edu](mailto:ohrirb@gwu.edu).

|  |  |
| --- | --- |
| **Continuing Review Request Form (HRP-202)** |  |
| **Most Recent IRB Application (HRP-200)** |  |
| **Research Personnel Form (HRP-201)** |  |
| **Most Recent Protocol** (if greater than minimal risk) |  |
| **Literature Reviews** (if greater than minimal risk) |  |
| **Abstracts** (if greater than minimal risk) |  |
| **Most Recent Investigator Brochure or Package Insert** (if study involves administration of drugs) |  |
| **Data Safety Monitoring (DSM) Reports** (if greater than minimal risk) |  |
| **Minor Deviation Log** (if greater than minimal risk) |  |
| **Most Recently Approved, Stamped Consent Documents** (if open to enrollment) |  |
| **Recruitment Materials** |  |
| Email/Phone Script |  |
| Flyers |  |
| Online Ad |  |
| Verbal Announcement Script |  |
| **Data Collection Tools** |  |
| Surveys |  |
| Interview or focus group guides |  |
| Case Report Forms (CRFs) |  |
| Variable list or Code Book  (for chart review or secondary data analysis) |  |
| Other |  |

|  |  |
| --- | --- |
| **For Research Involving *ONLY* Analysis of Identifiable Data:** |  |
| **Continuing Review Request Form (HRP-202)** |  |
| **Most Recent IRB Application (HRP-200)** |  |