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| **Protocol Submission (Required for all studies)** | **Completed** | **N/A** |
| I have determined if my research qualifies as human subjects | [ ]  | [ ]  |
| I have completed my CITI training | [ ]  | [ ]  |
| I have identified the PI for the protocol | [ ]  | [ ]  |
| I have titled my protocol  | [ ]  | [ ]  |
| I have a projected start date and end date | [ ]  | [ ]  |
| I have identified the participant age group(s) | [ ]  | [ ]  |
| I have identified the type(s) of data I am collecting | [ ]  | [ ]  |
| I have identified the review type (QI, Exemption, Expedited, Full Review, or Delegation to External IRB) | [ ]  | [ ]  |
| I have determined the type of participants | [ ]  | [ ]  |
| I have completed all application sections | [ ]  | [ ]  |
| I have uploaded all relevant documents (ex: informed consent forms, recruitment materials, CITI training documentation, etc.) | [ ]  | [ ]  |
| I have electronically signed my protocol | [ ]  | [ ]  |
| I have reviewed my protocol and thoroughly and accurately answered all questions | [ ]  | [ ]  |
| I have submitted my protocol  | [ ]  | [ ]  |
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| **Additional Elements (study dependent)** | **Completed** | **N/A** |
| I have listed any Co-PIs, External PIs, and Research Staff | [ ]  | [ ]  |
| I have requested a waiver of informed consent  | [ ]  | [ ]  |
| I have requested a waiver of documentation of informed consent | [ ]  | [ ]  |