**IRB Analyst Review Checklist  
EXPEDITED and FULL BOARD Submissions**

Prior to forwarding an action for IRB review, all submissions should und ergo an Analyst review. This Analyst review is NOT meant to be an ethical IRB review. The purpose is to ensure that the submission being forwarded for review is complete and appropriate.

**Initial Submissions**

eIRB is filled out for the correct submission type (ie: expedited, full board)

All staff members have current and appropriate CITI training

Financial Disclosure Statements (with original signatures) are submitted for all study members

Completed eIRB SmartForms

Required attachments

Protocol

Multi-center protocol for multi-center studies

Non-CHOP template protocols (investigator initiated studies) meet CHOP requirements

  Copies of all scales, tests, questionnaires (unless validated) to be used

  A copy of the grant is submitted for federal or other foundation funded studies

A draft Informed Consent Form (ICF) is submitted (if applicable)

Investigators’ Brochure, Package Insert, or Product Information (if applicable)

Any other appropriate supporting documents (i.e. recruitment materials, letters of support, approvals or pending status of ancillary committees) are submitted

IRB approval for primary site (if non-CHOP investigator is PI)

Qualifies for Expedited Review

Satisfies the applicability criteria for approval via expedited review procedures

Procedures consistent with minimal risk

  Expedited review categories consistent with proposed study procedures

  For expedited Category 5: if retrospective, ‘existing’ data is already existing

OR

Submission requires full Board review

**Confirm Compliance with Additional Requirements**

Subpart B (reference SOP 502)

Subpart C (reference SOP 503)

Subpart D (reference SOPs 504, 505, 702)

DoD (reference SOP 107)

IND/IDE (reference SOP 409)

International Research (reference SOP 411)