**IRB Analyst Review Checklist –**

**EXEMPT, Not Human Subjects Research (NHSR) or Non-Research**

Prior to forwarding an action for IRB review, all actions should undergo 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 Application is complete and appropriate to review category (ie: exempt, NHSR)

All staff members are up to date on training consistent with their role in the study

Financial Disclosure forms (with original signatures) are submitted for all study staff.

**Attachments**

All submitted forms are complete

Study summary/synopsis submitted

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

**Review Category**

Submission qualifies for exempt, or NHSR review:

Procedures consistent with minimal risk

  Exempt categories or NHSR request consistent with proposed study procedures