

INVESTIGATOR SUBMISSION CHECKLIST

Include the following with all submissions:	
	Submission letter signed by Principal Investigator
	Protocol Submission Form
	Principal Investigator Information Form
	Investigator Declaration signed by the PI
	Additional Research location Form (<i>if indicated</i>)
	Billing Information Form
	Current Curriculum Vitae for Principal Investigator (<i>signed and dated</i>)
	Copy of Medical License for Principal Investigator
	Copy of Board Certification (if applicable)
	Current Curriculum Vitae for all Sub-Investigators (<i>signed and dated</i>)
	Copy of Medical License for all Sub-Investigators
	Copy of Protocol and any applicable amendments
	Copy of proposed informed consent (Note: Be sure consent has a version date. This consent must also be submitted in electronic format to info@libertyirb.com)
	Advertisement Submission Form (<i>if indicated</i>)
	Copy of all advertisements to be used in this study
	For DHHS Studies, include the sample approved Informed Consent document, complete DHHS approved protocol, and any relevant grant applications.

For Drug Studies, include the following:	
	Most current version of Investigator Brochure
	Copy of Form 1572 signed by Principal Investigator
	FDA Letter granting IND approval

For Device studies, include the following:	
	FDA Letter granting IDE approval; or
	Letter from study sponsor stating why study is non-significant risk; or
	Letter explaining why device is exempt from IDE requirements