

## INVESTIGATOR SUBMISSION CHECKLIST

<b>Include the following with all submissions:</b>	
	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
	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 ( <b>Note: Be sure consent has a version date. This consent must also be submitted in electronic format to <a href="mailto:info@libertyirb.com">info@libertyirb.com</a></b> )
	Advertisement Submission Form ( <i>if indicated</i> )
	All advertisements to be used in this study

<b>For Drug Studies, include the following:</b>	
	Most current version of Investigator Brochure
	Copy of Form 1572 signed by Principal Investigator

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