LIBERTY IRB, Inc.
A CENTRAL INDEPENDENT REVIEW BOARD

Full Accreditation

SPONSOR SUBMISSION CHECKLIST

INCLUDE THE FOLLOWING WITH ALL SUBMISSIONS:	
	Protocol Information Sheet
	Billing Information Form
	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, the Liberty IRB project manager or through the secure portal. Receive your username and password from your project manager.)**

FOR DRUG STUDIES, INCLUDE THE FOLLOWING:	
	Most current version of Investigator Brochure
	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

FOR DHHS FUNDED RESEARCH, INCLUDE THE FOLLOWING WITH ALL SUBMISSIONS:	
	The DHHS- approved sample informed consent document (when one exists).
	The complete DHHS-approved protocol (when one exists).
	Any relevant grant applications.

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MULTI-SITE STUDIES **EACH INVESTIGATOR SHOULD COMPLETE THE FOLLOWING FORMS:**	
	Principal Investigator Information Form
	Submission letter signed by Principal Investigator
	Investigator Declaration signed by the PI
	Additional Research location Form *(if indicated)*
	Current Curriculum Vitae for Principal Investigator *(signed and dated)*
	Copy of Medical License for Principal Investigator
	Copy of Board Certification (if applicable)
	Current Curriculum Vitae for all Sub-Investigators *(signed and dated)*
	Copy of Medical License for all Sub-Investigators Advertisement Submission Form *(if indicated)*
	Copy of all advertisements to be used in this study
	Copy of Form 1572 signed by Principal Investigator *(Drug study only)*