Nonmedical Institutional Review Board
Expedited Review Application Checklist

No. of Copies for Each Applicable Form

Section 1: Core Application [Forms A, A-1, & B]
6

Section 2: Informed Consent/Assent Process [Forms C-H]
6

Section 3: HIPAA Materials [Forms I-K]
6

Section 4: Additional Study Material [Forms L-M]
6

Section 5: Vulnerable Populations [Forms T-W]
6

Section 6: Materials for Primary Reviewer and Detailed Protocol/Grant Application Review [Forms Z-AA]

2 or 3 (see Section 6 for Details)

Each component of the application has been assigned a letter of the alphabet (as shown under the left-hand "Form" column). When preparing your application, be sure to collate all applicable materials in the assigned alphabetical order. Note there may be some letters of the alphabet missing due to changes in IRB application requirements or forms applicable to Medical IRB only.

Section 1
Core Application – completion of A thru B is required
Include 6 copies of each for the entire IRB.

FORM
☐ A. General Information Sheet

☐ A-1. Expedited Certification Form – REQUIRED

☐ B. Research Description with Appendices

Section 2
Informed Consent/Assent Process
You must select applicable item(s) from Form C - F and include 6 copies of each applicable item for the entire IRB. If Form G and/or H apply, include 6 copies for the entire IRB.

FORM
☐ C. Proposed Informed Consent Form(s) (English and if applicable, Spanish or other translation)

☐ D. Proposed Assent Form(s) (English and if applicable, Spanish)

☐ E. Request for Waiver of Informed Consent Process

☐ F. Request for Waiver of Documentation of Informed Consent Process
If applicable, Cover Letter Template.

☐ H. For recruitment of Non-English speaking subjects, attach translated consent document
Section 3  
HIPAA (Health Insurance Portability and Accountability Act)  
If HIPAA applies to your research, attach 6 copies of each applicable item for the entire IRB. [visit ORI's Health Insurance Portability and Accountability Act (HIPAA) web page to determine if your research falls under the HIPAA Privacy Regulation.]

<table>
<thead>
<tr>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
</tr>
<tr>
<td>J.</td>
</tr>
<tr>
<td>K.</td>
</tr>
</tbody>
</table>

Section 4  
Additional Study Materials  
Complete/attach all of the below items that apply to your research; include 6 copies for the entire IRB.

<table>
<thead>
<tr>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>L.</td>
</tr>
<tr>
<td>M.</td>
</tr>
</tbody>
</table>

Section 5  
Vulnerable Populations  
Complete all of the forms below that apply to your research; include 6 copies of each applicable form for the entire IRB.

<table>
<thead>
<tr>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>T.</td>
</tr>
<tr>
<td>U.</td>
</tr>
<tr>
<td>V.</td>
</tr>
<tr>
<td>W.</td>
</tr>
</tbody>
</table>

Section 6  
Materials for Primary Reviewer and Detailed Protocol/Grant Application Review  
Attach the indicated number of copies.

<table>
<thead>
<tr>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z.</td>
</tr>
<tr>
<td>AA.</td>
</tr>
</tbody>
</table>