



UNM

Human Research Protections Office

## Exempt Review New Study Application Checklist

1 copy of each of the following documents should be **delivered to our office** and emailed to [hrrc@salud.unm.edu](mailto:hrrc@salud.unm.edu).

You can download each of the forms directly from this checklist.

### Required for Every Submission

<a href="#">Exempt Application</a>
Conflict of Interest forms for Every Investigator on the study
<a href="#">Conflict of Interest form for UNM Employees or Students</a>
<a href="#">Conflict of Interest form for non-UNM Employees</a>
<i>Make sure all of the above documents are signed and filled out!</i>

### Attachments that may be applicable

<a href="#">Sponsorship Form</a> and if applicable \$2,000 Application Fee
<a href="#">Consent Forms</a>
<a href="#">HIPAA Forms</a>
All Questionnaires, surveys, etc.
All recruitment Material and Advertisements
VA investigators must submit a VA R&D Approval letter <b>with</b> the submission