



Full Committee New Study Application Checklist

1 copy of each of the following documents except where noted should be **delivered to our office and emailed to hrrc@salud.unm.edu**.

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

Required for Every Submission

	Full Committee Application
	Department Review Form
	Conflict of Interest forms for Every Investigator on the study Conflict of Interest form for UNM Employees or Students Conflict of Interest form for non-UNM Employees
	<i>Make sure all of the above documents are signed and filled out!</i>
Three Copies of One:	Investigators Protocol: Guidelines for developing the Protocol NIH Grant Application (If study is supported by NIH) Cooperative Group Protocol Sponsor's Protocol (for commercially Sponsored Study)

Attachments that may be applicable

	Sponsorship Form and if applicable \$2,000 Application Fee
	1. Additional Investigators List
	2. Studies Involving Minors
	3. Studies Involving Drugs, Biologics, Radiopharmaceuticals
	4. Studies Involving Biological Specimens
	5. Studies Involving Exposure to Ionizing Radiation
	8. Request for Waiver of Informed Consent
	9. Studies Involving Use of Medical Devices
	10. Studies Involving Prisoners
	11. Studies Involving Use of PCIR (formerly GCRC)
	Consent Forms
	HIPAA Forms
	All Questionnaires, surveys, etc.
	All recruitment Material and Advertisements
	(3 Copies) Investigators Brochure or device manual (for commercially sponsored studies)
	(3 Copies) Sponsor's non-significant risk determination (if device study and no IDE was submitted to FDA)
	Documentation from the sponsor or FDA verifying the IND number for this research. This may include: FDA Letter; Sponsor Letter, IND number is in protocol or other sponsor-generated document; other as described in attachment 9
	VA Investigators must include the VA R&D approval letter with the submission