



## Human Biospecimen 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="#">Human Biospecimen Repository Application</a>
	<a href="#">Department Review Form</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>
	Investigators Protocol: <a href="#">Guidelines for developing the Protocol</a> NIH Grant Application (If study is supported by NIH) Cooperative Group Protocol Sponsor's Protocol (for commercially Sponsored Study)

### Attachments that may be applicable

	<a href="#">Sponsorship Form</a> and if applicable \$2,000 Application Fee
	1. <a href="#">Additional Investigators List</a>
	2. <a href="#">Studies Involving Minors</a>
	8. <a href="#">Request for Waiver of Informed Consent</a>
	11. <a href="#">Studies Involving Use of PCIR</a> (formerly GCRC)
	<a href="#">Consent Forms</a>
	<a href="#">HIPAA Forms</a>
	Standard Operating Procedure for distribution of biospecimens to recipient investigators
	Scientific review verification signed off by committee chair or designee from one of the following: <ul style="list-style-type: none"> <li>• Research and Development (R&amp;D) Committee approval if research is conducted at the VA</li> <li>• GCRC advisory committee approval if research is conducted at the GCRC</li> <li>• Medical Scientific Review Committee (MSRC) if research is conducted through the New Mexico Cancer Care Alliance (NMCCA)</li> <li>• Protocol Review Committee (PRC) if research is conducted through the UNM Cancer Research and Treatment Center (CRTC)</li> </ul>