

IRB Submission Requirements (myResearch version)

Continuing Review Submissions

	Exemption Review	Expedited Review	Full Review
Protocol	X	X	X
Clean, most currently approved, Consent Forms/Permission Forms/Assent Forms in Word doc format *	X	X	X
Surveys, questionnaires, evaluation instruments	X	X	X
Recruitment Materials (e.g. email/call scripts, announcements, advertisements, etc)	X	X	X
Data collection sheets (spreadsheets, key sheet templates, case report forms, etc)	X	X	X
Clean Inclusion/Exclusion Checklist (to be completed for each subject)			X
Data Safety Monitoring Board Reports			X
Government or sponsor audit/monitoring reports			X
Last signed consent/assent/parent permission form (redacted versions)	X	X	X
Last completed inclusion/exclusion checklist (redacted version)			X
Application to Conduct Research Activities at Stony Brook University Hospital **	X	X	X
Department Chair Approval (via Ancillary Review) and any other applicable ancillary reviews	X	X	X

* Templates for these documents are available in the myResearch “For Investigators” library

** Only if your research activity involves the facilities, patients, and/or services of any of University Hospital's inpatient or outpatient locations, (with the exception of the outpatient clinics located at Riverhead, Southold, Plainview, or Medford). This includes research conducted in the Health Sciences Center