

Document Name:	<b>Approval of IRB</b>
Document Number:	DUHS / RES/ IRB / SOP / 01

**PI Initial checklist for submission of new proposal**

Document	What to check for	Tick appropriately
Cover letter	Date Title of study Type of submission (expedited, routine, exemption) Signed by PI and Co-PI GAT score Scientific committee approval letter	
IRB FORM	Signatures of all investigators Budget of study Gnat chart All columns are filled	
Synopsis & study tools	Synopsis Questionnaire Case report forms	
Participant information and informed consent	Use sample consent form Provide at least one translation	