Research, Discovery & Innovation

Deferral Checklist

HSPP-CL-

☐ If application is Funded/Sponsored, ask the research team to confirm that the application is still funded through their approved Sponsors/Funder.

☐ Review the application to make sure the application does not need a non-significant determination.

☐ Follow-up on conditional approvals.

☐ IRB of Record is AAHRPP Accredited

- ☐ If IRB is not AAHRPP Accredited, request copies of SOP's.

☐ IAA is needed for projects that are funded where we don't have a standing agreement. See Deferral Cheat Sheet.

☐ Partial Waiver of PHI for recruitment purposes, have research team fill out the required Appendix for Alterations/Waivers of Consent or PHI.

Review Consent Forms for:

- ☐ If the research is being conducted at a BUMG site, the correct ICF template is being used.
- ☐ Sponsor required language for all Sponsor funded projects.
- ☐ Version dates are correct.

Within KC

☐ Check COI for individuals on the Personnel List (PI and CO-PI).

- ☐ Update Special Review Tab to reflect COI.
- ☐ Update Special Review Tab to Reflect any SRA/SRC/Biological/ Radiation approval.

☐ Make sure the *protocol type* reflects the review level associated with the application.

☐ Update the *Additional Information* section within the Protocol tab to add *Other Identifiers*.

☐ Funding source is filled out completely based on the application.

☐ Cover to cover copy of the grant/award is in file.

☐ Drugs/ Devices are listed in the Keywords, under *Additional Information*.

☐ Vulnerable Population matches what the current project is enrolling.

☐ Custom data, Location is complete.

☐ Update Questionnaire Tab to reflect the requested information (This information will pull into the Approval Letter.)

☐ Add Waiver of PHI for those projects approved with a partial waiver of PHI for recruitment/screening purposes.

Effective Date	Version #	Authors	Description
5/1/2018	001	Andi Encinas	