CRITERIA FOR COMPLETE SUBMISSION:
Determine whether the researcher has provided the materials outlined below, as applicable. Missing materials and/or inconsistent content should be communicated to the investigator in order to request the materials/corrections necessary to provide the IRB reviewers with complete and accurate information.

1. Application Form: YES NO N/A
   a. 2.1 Indicates appropriate application type
   b. 5.1 Level of Review and Committee Assignment:
      - Expedited Review
      - Exempt
      - Full Committee Review
      - North (College of Letters & Science OR Professional Schools)
      - South (Nursing, Public Health, NPI or Medicine (not biomedical or clinical research))

2. Funding: YES NO N/A
   6.1 Indicates whether the proposed research is/will be funded.
      If funded by ED, DOJ, DOD, EPA, or DOE, see OHRPP checklists for additional requirements.
   6.2 Relevant funding documents and information attached in Item 1.7
      If project is federally funded & UCLA is the primary awardee – A copy of the funding proposal
      - If project is federally funded & UCLA is NOT the primary awardee (i.e., subaward to UCLA) -- A copy of the UCLA scope of work.
      Evaluate on a case by case basis if documents are needed prior to review. (e.g., The scope of work or contract details may be required to determine UCLA’s involvement/responsibility for collaborative projects.

3. Surveys, Interview Protocols, Instruments/Measures, etc.: YES NO N/A
   10.1 includes all instruments attached.
      (1) Instruments may include: surveys, questionnaires, interview protocols, instruments/measures, focus group protocols, etc.
      (2) Sections 10.1 item 4.0 should identify study procedures supported by instruments.

Recruitment Materials YES NO N/A
   18.3 includes all necessary recruitment materials attached.
      (1) Recruitment materials may include: contact letters, flyers, advertisements, scripts
      (2) Section 18.1 should identify proposed recruitment methods.

Informed Consent Documents YES NO N/A
   20.3 includes all consent documents attached.
      (1) Consent documents may include: adult consent, parental permission, child/youth assent, information sheets, scripts, and/or letters.
      (2) Section 20.1 should indicate the plan for obtaining informed consent.

Regulatory Issues – Populations YES NO N/A
   a. 11.2: Minors
   b. 11.2: Pregnant Women, Human Fetuses, and Neonates
   c. 11.2: Prisoners (See DOJ checklist for additional requirements)
   d. 11.2: Wards (45 CFR 46.209) - Applicable if research falls under 45 CFR 46.406
   e. 11.2: Non-emergency proxy consent
   f. 11.2: Minors in schools or UCLA students (See ED checklists for required considerations)

Regulatory Issues - Consent/HIPAA Authorization YES NO N/A
   a. 20.1: Waiver of informed consent to identify potential subjects
   b. 17.1: Waiver of HIPAA authorization to identify potential subjects
   c. 19.3: Waiver of documented (signed) informed consent to screen potential subjects
d. 20.2: Waiver of signed informed consent for the study (or a component of the study) ☐ ☐ ☐
e. 20.1: Waiver of informed consent for the study (or a component of the study) ☐ ☐ ☐
f. 17.1: Waiver of HIPAA authorization for the study (or a component of the study) ☐ ☐ ☐
g. 21.6: Waiver of parental permission ☐ ☐ ☐
h. 21.1: Waiver of documented (signed) parental permission ☐ ☐ ☐
i. 21.1: Waiver of minor assent ☐ ☐ ☐
j. 9.2: Suicide Plan ☐ ☐ ☐

2. General / Overview

a. Consistency among all application documents ☐ ☐ ☐
b. Study procedures described for all identified populations ☐ ☐ ☐
c. Instruments submitted for all study procedures described ☐ ☐ ☐
d. Multi-site: Information related to non-UCLA sites has been provided for research that will be conducted by/at more than one location. ☐ ☐ ☐
e. Research is covered by HIPAA ☐ ☐ ☐
f. CITI and HIPAA certification (as applicable) completed for PI and faculty sponsor ☐ ☐ ☐
g. Research involving drugs & investigational devices is not reviewed by GIRB; transfer to MIRB ☐ ☐ ☐
h. External scientific or scholarly review has been completed ☐ ☐ ☐
i. PI assurances and FS assurances (as applicable) completed ☐ ☐ ☐
j. PI is affiliated with UCLA ☐ ☐ ☐

3. Deception / Withholding Information Section 8.1

a. 8.4: Justification provided ☐ ☐ ☐
b. Deception language in consent document(s) ☐ ☐ ☐
c. Section 8.4 item 3.0: Debriefing ☐ ☐ ☐

4. Screening, Recruitment Sections 18.1-19.2 (as applicable)

a. 18.1: Recruitment process described for all identified populations (by whom, when, where) ☐ ☐ ☐
b. 19.1: Screening procedures to select/identify subjects described ☐ ☐ ☐
c. 19.2: Recruitment and screening documents for all identified populations ☐ ☐ ☐

5. Informed Consent – Overview Sections 20.1-20.3 (as applicable)

a. 20.3: Consent/assent process described for all identified populations (by whom, when, where) ☐ ☐ ☐
b. 20.2: Consent/assent waivers identified and justified ☐ ☐ ☐
c. Language level appropriate to study population(s) ☐ ☐ ☐
d. 20.3: Consent/parental perm./assent for all identified populations (unless waivers justified) ☐ ☐ ☐
e. UCLA template format or reasonably acceptable variation ☐ ☐ ☐

6. Informed Consent - Specific Language

a. Focus groups - disclose limits to confidentiality ☐ ☐ ☐
b. 8.1: Certificate of Confidentiality - ensure no remaining reference to "if required by law" ☐ ☐ ☐
c. 8.1 and 8.8: Audio/video recording one-on-one research activities - right to review, edit, erase ☐ ☐ ☐
d. 9.2: Mandated reporting language (child abuse, elder abuse, harm to self) ☐ ☐ ☐
e. Local IRB/investigator contact information, when applicable ☐ ☐ ☐