



**Prince Sultan Military College Of Health Sciences**  
**Institutional Review Board**

**FORM: Documents List Required for IRB Application**

NUMBER	DATE	PAGE
IRB-FORM-001	4/9/18	1 of 1

**Complete the form, submit one of each document with dates and version numbers and signature(s)**

PSMCHS Employee ID No. #:			
Project Title:			
	Name and Title	Institution and Department	Email & Mobile
Principal Investigator:			
Signature			

All submissions to the IRB will go through intake and screening. During this process, the IRB coordinator will check the submission for essential elements and completed forms and signatures. If any of the elements are missing, researchers will receive a message describing the missing elements or required action. Researchers must address requirements and re-submit package for the IRB to complete review of the application.

Please check the following items either **Yes** or **N/A** as applicable, and include this checklist along with submitted package for IRB review.

Documents	Yes	N/A	Comments
Research Proposal	<input type="checkbox"/>	<input type="checkbox"/>	
IRB Application Form	<input type="checkbox"/>	<input type="checkbox"/>	
Informed Consent Form	<input type="checkbox"/>	<input type="checkbox"/>	
Data Collection Sheet, with version and date	<input type="checkbox"/>	<input type="checkbox"/>	
Letters, Surveys, or Questionnaires that will be provided to research subjects , with version and date	<input type="checkbox"/>	<input type="checkbox"/>	
Good Clinical Practice Certificate of Principal Investigator	<input type="checkbox"/>	<input type="checkbox"/>	
Department Approval	<input type="checkbox"/>	<input type="checkbox"/>	
Investigator's Undertaking	<input type="checkbox"/>	<input type="checkbox"/>	
Researcher's Resume	<input type="checkbox"/>	<input type="checkbox"/>	

For any questions or comments, please do not hesitate to contact the IRB office at [irb@psmchs.edu.sa](mailto:irb@psmchs.edu.sa), ext. 6288

**\*\*IRB OFFICIAL USE ONLY**

**Application No.**

**Date Received**

**Received by:**