Attachments Check List for Exempt Applications

This list includes core application components as well as examples for a variety of different study designs. Upload those items that are applicable for your protocol. Specific circumstances may trigger the need for additional attachments not listed here; please consult with OPHS staff *as needed, by emailing* ophs@berkeley.edu *or calling 510-642-7461.*

- ❑ Applicable human subjects training completion certificates, such as HIPAA training (for requirements, see https://cphs.berkeley.edu/training.html and https://cphs.berkeley.edu/policies_procedures/ga102b.pdf). Note: While most study personnel must complete Collaborative Institutional Training Initiative (CITI) training, CITI completion reports do not need to be attached in eProtocol.

- ❑ Interview and/or focus group questions/guides

- ❑ Survey instruments– standardized and/or non-standardized

- ❑ Data collection forms (for research with secondary data)

- ❑ Supplemental subject materials such as:
  - o In-Lab activity instructions
  - o Online activity instructions
  - o Website screen shots
  - o Academic course outlines/materials **only if** they constitute part of the study activities

- ❑ Recruitment site permission letters do not need to be attached in eProtocol, but the protocol should confirm that investigators have/will obtain all necessary site permissions.

- ❑ Other institutions' IRB approval letters/determinations of exemption

- ❑ Reliance Request Document – download the 4-page document from the UC IRB Reliance Registry (attach when another UC wishes to rely upon the UCB IRB review via the MOU)

- ❑ UCB Request to Review Research for Another Institution form, if requesting for another institution to rely on UCB's IRB review.

- ❑ UCB Request to Review Research for an Individual Investigator form, if requesting for an individual investigator to rely on UCB's IRB review.

- ❑ HIPAA authorization form (for guidance on when needed, see https://cphs.berkeley.edu/hipaa.pdf)

- ❑ References