IRB Administration Office
Administrative Application Reviewer Checklist

PI's Name		IRB#	
Name of IRB Reviewer Assigned:		**Committee Assigned:**	

Type of Submission: ☐ Initial ☐ Amendment ☐ Continuation

Have all pertinent documents been provided?	☐ **Yes** ☐ **No** **If No, provide comments below**
For new submissions and continuations has a description of the protocol been provided?	☐ **Yes** ☐ **No** **If No, provide comments below**
For amendment submissions has a concise description of the proposed changes been provided?	☐ **Yes** ☐ **No** **If No, provide comments below**
For Planning Grants or "Other" category: Does the description of the proposal/protocol or modifications (if an amendment) include planning and/or developing the research protocol ONLY?	☐ **Yes** ☐ **No** **If No, an Administrative Application cannot be approved. An submission to the IRB under the review type of Exempt, Expedited or Full Board is required.**
For Planning Grants or "Other" category: Does the description of the proposal/protocol or modifications (if an amendment) involve human participants (i.e. intervention or collection of data)?	☐ **Yes** ☐ **No** **If Yes, an Administrative Application cannot be approved. An submission to the IRB under the review type of Exempt, Expedited or Full board is required.**

☐ **Approve**	☐ **Specific Minor Revisions**	☐ **Expedited Revisions**

☐ **Other:**

Comments/Revisions Requested:

Reviewer's Name: _____ **Date:**

Reviewer's Signature: _____