External IRB Requests:

Checklist to Prevent the Most Common Delays During the Authorization Process

WSU/WIRB Cover Sheet and Review Authorization form:

☐ Please be certain both the PI and Department Chair/Dean/Signatory both have signed page 2 of the form.

WIRB Initial Submission form:

☐ Do not leave any unchecked boxes, WIRB will consider that incomplete and return it to you for correction.

☐ Make sure the answer to the FCOI question on the WIRB Initial Submission form matches your response to the FCOI question on the WSU/WIRB Cover Sheet and Review Authorization form.

Informed Consent documents: *Utilize the template provided.*

☐ Is the Wayne State University Compensation for Injury section included?

☐ Is the HIPAA Authorization included?

☐ Is the PHI outlined in the consent document(s) the same as stated in the HIPAA Summary Form?

General:

☐ PI Signature on the HIPAA Summary form

☐ If a Waiver of HIPAA Authorization is requested (i.e. to screen for eligible participants), Section D of the HIPAA Summary Form is completed and the Waiver Agreement is signed.