

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.**