**Before Submission:**

* If the project involves multiple institutions, it may be necessary to obtain approval from each institution’s IRB before the project can begin.

**Submission for IRB Review:**

* ***Required paperwork is submitted to IRB Net (www.irbnet.org):***
	+ Core Application – includes project narrative
	+ MDPH Application for Data Access and Research (aka, “Intake Wizard”) – includes staff list and guidance for appendices
	+ IRB approval from partnering institutions (if applicable)
	+ Documentation of completion of human subjects training
	+ Consent form or request for waiver of consent (Appendix C)
	+ Linkage diagram (if applicable)
	+ Appendix DSP (if requesting access to MDPH confidential data)
	+ Other applicable Appendices (initial IRB Net Intake Wizard will note required appendices)
* ***Submitted paperwork is complete and correct:***
* If data requested, only the minimum necessary data fields and years are requested
* Narrative supplied in Core Application and Applicable Appendices, is clearly written, consistent throughout, and, if data is requested, provides a clear rationale for the data.
* Suggested plan for storage and management of confidential data is appropriate (Narrative in core application should explain overall approach. Specific IT security requirements can be found in Appendix DSP.)
* Consent form is written at 8th grade level