

## HUMAN SUBJECTS PROTOCOL SUBMISSION CHECKLIST

1. Cover Letter
3. Abstract
4. Detailed Human Protocols \_\_\_\_\_
5. Any Survey Instruments Used in the Study\* \_\_\_\_\_
6. Potential Risk Statement \_\_\_\_\_
7. Compensation Mechanism for Participants \_\_\_\_\_
8. Collaboration/Consultant Mechanism\* \_\_\_\_\_
9. Letters from Consultants/Collaborators\* \_\_\_\_\_
10. Steps Taken to Minimize Risk to Human Subjects\* \_\_\_\_\_
11. Justification for Substantial Risk\* \_\_\_\_\_
12. Methods of Obtaining Confidential Records\* \_\_\_\_\_
13. Methods Used to Maintain Confidentiality\* \_\_\_\_\_
14. Proof of Completion of *CITI Training in the* \_\_\_\_\_

(See accompanying instructions.)

**Note:** If not already completed, individuals conducting research involving human subjects are required to complete the *online* CITI Training Program within three months from the beginning of the project ([www.citiprogram.org](http://www.citiprogram.org)).

**Submit to:**                      **Chairperson**  
**Human Subjects Committee**  
**Caine-Gilleland Hall, Suite 339, Rm. 337**  
**University of Arkansas at Pine Bluff**

