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| Site Submission Checklist |
| *The following documentation is required for all Investigators. For additional assistance, please refer to the Quorum Handbook or contact us at 877-IRB-9883. The Quorum Handbook and all required forms can be found online at* [*http://www.quorumreview.com*](http://www.quorumreview.com)*.*  ***Please note: Incomplete submissions will result in delay of Board review. Some circumstances may require the submission of other material in addition to the items listed below.*** |
| **Site Information Questionnaire: Primary Research Facility**  Required for the primary research facility. Include attachments listed below as applicable:  *Canadian sites only* A copy of the clinical trial budget for the site , if applicable (from question #1 )  Compensation attachment (from question #16a)  Agency audit information (from question #6b) **\*Note:** Effective 01/01/08, the PI is required to submit audit information to Quorum Review only once. Quorum will now store the PI’s audit information and you will not be required to re-submit audit information with each new submission to Quorum unless a new audit has occurred.  Letters of explanation (from question #1, 6, 7, 8c, 10c, 11, 12-14, 16-19)  Conflict of Interest Statement (from question #7)  Tracked, electronic copy of unique consent form, sponsor approval and rationale for all changes (from question 18b)  Copies of all advertisements prepared by the site to date (from question #15)  Institutional Jurisdiction Waiver form or Institutional Cover Page (from question #12)  State/Provincial law documentation (from question #12) |
| **Site Information Questionnaire: Additional Research Facility**  Required for **all** additional facilities where more than minimally invasive study procedures may occur. Include all attachments listed below as applicable:  Institutional Jurisdiction Waiver form (from question 4c) |
| **Curriculum Vitae** (dated and current)  Required for the Principal Investigator. This document must describe the Investigator’s education, licensure, training, clinical, and research experience relevant to the study in question.  **\*Note** The PI is required to submit the CV to Quorum Review only once. Quorum will store the PI’s CV and you will not be required to re-submit the CV with each new submission to Quorum unless information has changed. |
| Copy of current **Medical license**  Required only for Principal Investigators who reside in Canada, Puerto Rico, and/or any other jurisdiction which does not have online license verification |
| **Additional materials to be provided by Single Site Investigators as per G-106 Single Site  Study Submission Checklist**  *If Quorum Review has been identified as the central Review Board for this study, the Sponsor/CRO has provided these materials on your behalf.* |