

REMINDER: I NEED TO GET THE HIPAA AUTHORIZATION GUIDELINES FROM LAST APRIL/MAY TO BE INCLUDED WITH THIS SHEET. 10/1/03

Dear Principal Investigator:

Below you will find a listing of all the documents that Griffin Hospital requires be submitted in order for you to obtain IRB approval to conduct your study. In addition, we have included guidelines for writing a research protocol, constructing an appropriate informed consent form, as well as creation of an adequate HIPAA authorization form.

- I. Guidelines
 1. Informed Consent
 2. Protocol
 3. HIPAA Research Authorization

- II. Forms to be Submitted
 1. Informed Consent Checklist
 2. Conflict Of Interest Form
 3. Protocol Face Sheet
 4. Principal Investigator's Attestation Form
 5. Medical Records Department Policies and Procedures
 6. Medical Records Form
 7. OHRP Certificate
 8. Copy of Study Budget when available
 9. Copies of all pertinent surveys, questionnaires instruments
 10. Copies of all recruiting, letters, advertisements, and brochures.

If you have questions regarding submission of any of these documents, please call Susanne Salgado at 203-732-1447 or email to: ssalgado@griffinhealth.org.

Sincerely,

Brian D. Karsif, MD, MPH
Chairman, Institutional Review Board

Revised: 8-21-07