



Institutional Review Board

1204 Marie Mount Hall • 7814 Regents Drive • College Park, MD 20742 • 301-405-4212 • irb@umd.edu

LIAISON CHECKLIST

	YES	NO	N/A
Are both IRB Application Part 1 and Part 2 included in the package? Are both applications completed in full?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all other necessary appendices included? Consent Form(s) Recruitment Materials Survey / Interview Protocol / Questionnaire Debriefing Form	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Have all required signatures been obtained? Principal Investigator (PI) Faculty Advisor (if PI is a student)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Are all CITI Training certifications for the research team linked? Principal Investigator (PI) Faculty Advisor (if PI is a student) Co-Investigators	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Are all CITI Training certifications still valid? (completed within the last 3 years)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once complete, click “Sign this Package” under Project Administration menu.

Select either “Administrative Reviewer” or “Department Representative”

If there are missing components, you may send Project Mail to the research team.

To do this, click on “Send Project Mail” under the Project Administration menu. You may select all investigators or individual researchers when sending project mail.