CHECKLIST for RAPPORT Applications

1. **SmartForm**: Complete the Rapport SmartForm, uploading documents as appropriate. Here is a list of all the SmartForm pages with document upload fields, and which documents the CPHS expects to be uploaded on each page.

   A. **Screen One (Basic Information):**
      - Attach the Protocol, as well as any CPHS required applications. Please refer to the CPHS Protocol Guide for more information on which form is required.

   B. **External IRB Screen: contact CPHS office**
      - Consent Form
      - IRB approval letter (if available)

   C. **Funding Sources**
      - Grant Proposal

   D. **Drug Screen**:
      - Drugs or Biologics Form

   E. **Device Screen**:
      - Device Form

   F. **Consent Screen**
      - Local Consent Form(s)
      - Information Sheets
      - Request for Waivers and Alterations
      - Recruiting Materials

   G. **Supporting Documents**
      - Sponsor's Model Consent Form
      - Genetic Research Form
      - Research involving Children Form
      - Research involving Individuals with Impaired Decision-Making Capacity Form
      - International Research Form
      - Pregnant Women, Fetuses and Neonates Form
      - Investigator Brochures, Questionnaires, statements read to the participants, telephone scripts, letters to participants, and all other materials that may be relevant to the review of this study.

2. **Ancillary Review:** There is ONE form for Departmental Review which includes Scientific and Department Chair review. Include this form in the Ancillary Review section. Alternatively, the scientific reviewer and department chair can login to Rapport and provide review on-line.
   * Departmental review is not required for Not Human Subjects Research or Exemption applications.

3. **Submit the study to the CPHS.** After the SmartForm is complete, the study still needs to be submitted to the CPHS by the PI. This is done by clicking finish on the last page of the SmartForm, and then clicking Submit in the left-hand pane of the study workspace.
   - If you are coordinator, creating the application on behalf of a Principal Investigator, the study should be sent to the PI for review and submission. While submitting the study, they PI can also name a proxy, which enables future modifications or continuing reviews to be submitted by the proxy. A one page guide can be found here: PI Quick Guide.

Note: All investigators and research personnel must complete training in human subjects protection prior to initiating research activities. For information about fulfilling this requirement, please see our website.