

Attachments Check List for Exempt Applications

This list includes core application components as well as examples for a variety of different study designs. Upload those items that are applicable for your protocol. Specific circumstances may trigger the need for additional attachments not listed here; please consult with [OPHS staff](#) as needed.

- Human subjects training completion certificates (for requirements, see <http://cphs.berkeley.edu/training.html>). Note: While most study personnel must complete Collaborative Institutional Training Initiative (CITI) training, CITI completion reports do not need to be attached in eProtocol.
- Interview and/or focus group questions/guides
- Survey instruments– standardized and/or non-standardized
- Data collection forms (for research with secondary data)
- Supplemental subject materials such as:
 - In-Lab activity instructions
 - Online activity instructions
 - Website screen shots
 - Academic course outlines/materials **only if** they constitute part of the study activities
- Recruitment site permission letters
- Other institutions' IRB approval letters/determinations of exemption
- Reliance Request Document – download the 4-page document from the [UC IRB Reliance Registry](#) (attach when another UC wishes to rely upon the UCB IRB review via the MOU)
- Research Aspects of HIPAA training completion certificates (needed if accessing PHI; link to training available on the [CPHS website](#))
- HIPAA authorization form (for guidance on when needed, see <http://cphs.berkeley.edu/hipaa.pdf>)
- References