New Multi-Site/Collaborative Research p-Site Submission Checklist

Use this guide to prepare the documents and information needed to "Create a New p-Site" submission in ETHOS for a multi-site/collaborative research study where the University of Minnesota IRB is serving as the IRB of record for other participating sites (i.e., single IRB).
TIP: The overall study/lead UMN Study staff can "Create a New p-Site" on behalf of a participating site. **However, the overall study/lead UMN PI must submit the p-Site submission.**

TIP: The UMN PI will create the p-Site submission from within the overall study submission that received IRB approval. The p-Site submission cannot be created until the overall study submission has IRB approval.

1. **Basic Information Page**
   Study Short Title
   ☐ The short title will automatically populate. Do not change the short title.

2. **Local Site Documents Page**
   p-Site Specific Participant-Facing Materials (including but not limited to the following)
   ☐ p-Site Consent Template where the p-Site has completed Part 2 with local context information.
   ☐ p-Site Assent form(s) if applicable
   ☐ p-Site Recruitment material, such as flyers, call scripts, story boards or scripts for radio/television/internet ads, based on the overall study/lead templates that were approved by the IRB
   ☐ p-Site HIPAA authorization form, if applicable.

   Other Attachments:
   ☐ Form HRP 810 - p-Site Local Context and Institutional Requirements Form
   ☐ p-Site Reliance Agreement (partially or fully executed agreement)