RUTGERS
THE STATE UNIVERSITY OF NEW JERSEY

FORM: Basic Site Information

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The purpose of this form is to provide the Rutgers University IRB Office staff basic information about Participating Sites that rely on the Rutgers IRB to serve as the IRB of Record. This form must be completed for each Participating Site that will rely on the Rutgers University IRB (including or not including the Rutgers University site).

Use for new proposals
(Make copies of pages as needed)

Study IRB Number: (if known)	
Study Title:	
Short Title:	
Participating Site Investigator :	
Participating Site Primary Contact:	

Funding Sources

- Include funding sources only if different than funding for the main study.

Name of Funding Source	Funding Source ID	Grant Office ID

Financial Interest Declaration

Complete this section only if the RU IRB is responsible for managing organizational conflicts of interest, as outlined under item #1 in the HRP-830 – WORKSHEET – Communication and Responsibilities.

- See HRP-001 - SOP - Definitions for definitions of Immediate Family and a financial interest Related to the Research.

Do any personnel (or an immediate family member of personnel) involved in the design, conduct, or reporting of the research have a financial interest Related to the Research? **If yes, provide the institution's evaluation of the financial interest below.**	Yes No

Name	Role	Involved in consent?	Evaluation *(You may attach a separate page describing the outcome of the evaluation)*

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Site Information

Provide the following documents when they exist or are applicable:

- Point-by-point response *(For a response to modifications to secure approval, deferral, or disapproval)*
- Evaluation of any Related Financial Interest *(If RU IRB is managing the conflict of interest)*.
- Written materials to be provided to or meant to be seen or heard by subjects at your site
  - Evaluation instruments and surveys[1]
  - Advertisements *(printed, audio, and video)*
  - Recruitment materials and scripts
  - Consent documents
  - If consent will not be documented in writing, a script of information to be provided orally to subjects
  - Foreign language versions of the above
- Site supplement to the main protocol

Investigator Acknowledgement

I will conduct this protocol in accordance with requirements this IRB's requirements and any relevant local requirements.

Participating Site Investigator signature	Date