

**PRE-AWARD HUMAN SUBJECTS RESEARCH (HSR)**  
**CHECKLIST FOR PROJECT OFFICERS:**

Does the proposal include any project that will collect data from or about humans?

Y\_\_\_\_\_

N\_\_\_\_\_

If no, you can proceed with processing the proposal without additional HSR review.

If yes, has it been reviewed by your HSR Officer or by the Agency HSRRO and had an HSR/non-HSR determination made and documented?

Y\_\_\_\_\_

N\_\_\_\_\_

If no, this needs to be obtained before HSR processing of the proposal can proceed to the next step.

If yes and if a non-HSR determination has been made and documented, you can proceed with processing the proposal without additional HSR review.

If yes and if an HSR determination has been made and documented, has it received a written exemption determination from the Agency HSRRO?

Y\_\_\_\_\_

N\_\_\_\_\_

If yes, you can proceed with processing the proposal without additional HSR review.

If no, has the Agency HSRRO approved the funding award in writing?

Y\_\_\_\_\_

N\_\_\_\_\_

If no, this must be obtained before pre-award HSR processing can be finalized and a funding award made.

If yes, please alert the Grants Specialist of the need to include in the award document a clause requiring compliance with EPA Regulation 40 CFR 26  
**(Protection of Human Subjects)**