



## Human Subjects Protection Program

### HSPB Bulletin

### No. 3 – February 2004

#### Committee on Human Research Quality Improvement Unit

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#### REVISED CHR APPLICATIONS

**Full Committee Review:** The CHR has posted the *revised full committee application*. All *new* full committee applications must now be submitted using the new application. Renewals and modifications may continue to use the old format.

**Expedited Review:** Beta versions of *two revised expedited applications* also have also been posted. One is specifically for studies involving only the review of medical records. The other is for all other studies which qualify for expedited review. Investigators will be required to use these revised applications beginning in March 2004.

**Exempt Review:** The CHR has *revised both Exempt applications*.

Please visit the "[Applying to the CHR](#)" web page for general instructions, links to forms and supplements, revised submission checklists, and frequently asked questions about the full committee and expedited applications.

We would like to thank everyone who used the pilot and beta versions of the application. Your feedback was extremely helpful. If you have additional comments or recommendations for improving the applications, please forward them to [chr@research.ucsf.edu](mailto:chr@research.ucsf.edu).

#### DIRECTOR FOR THE QUALITY IMPROVEMENT UNIT HAS BEEN APPOINTED

The Human Subjects Protection Program has hired Carroll Child, RN, MSc, as the newly appointed director of the [Quality Improvement Unit](#) (QIU). Carroll comes to this position with extensive skills in developing quality improvement efforts and over 20 years of clinical research experience, most recently serving as the Research Director for a large HIV research group within the Positive Health Program here at UCSF. For more information, or questions or comments about the QIU, please feel free to contact Carroll at: [cchild@research.ucsf.edu](mailto:cchild@research.ucsf.edu) or 514-3824.

#### NEW "CLINICAL RESEARCH COORDINATOR GROUP" FORMING!

The Quality Improvement Unit (QIU) is forming a [Clinical Research Coordinator Group](#) to establish a forum for regular feedback and dialogue between the QIU and key research coordinators involved in the day-to-day implementation and operational functions of human research projects. For more information about this group, or to join the group's email distribution list click on the link above.

## **ACCESS TO HUMAN SUBJECTS TRAINING CERTIFICATES**

Grants administrators can now request electronic access via Research Online to view and print human subjects training certificates for UCSF key personnel. To request access, please send email to [chr@research.ucsf.edu](mailto:chr@research.ucsf.edu). Include your name, job title and the reason you need access to this information.

To view and print the certificates, after you log into [Research Online](#) click on "Training." If you have been granted access, you will see a link for "View Certificates of other users."

DO NOT submit the certificates with CHR applications. The certificates should be submitted with contracts and grants as necessary.