January 2018

HAPPY NEW YEAR

We’ve moved!!

The Research Administration office is now located at:

1700 E. Broadway Blvd, Tucson

We may be off campus, but we are always available to meet with you. Please don’t hesitate to contact us for assistance!

Do you need help with the IRB and Regulatory Process?

Our office is here to help!

Some of our regulatory services include:

- Assistance with processing regulatory start-up documents such as 1572, financial disclosures, protocol signature pages, etc.
- Protocol and informed consent development and review
- Research Intake Form (RIF) submissions
- Assistance with completing and submitting IRB forms

If you would like to utilize our services, please send us an email at regulatory@email.arizona.edu.

Conflict of Interest (COI) Reminder

All IRB applications (F200, F203, F204) include the following statement:

"The Principal Investigator hereby affirms that ALL individuals who meet the definition of investigator for this project in the current Policy on Investigator Conflict of Interest in Research have completed the mandatory Conflict of Interest training and Disclosure of Significant Financial Interests."

The IRB will contact the COI department to check whether all Investigators on a project have completed the training and disclosure. This training is embedded in the Online Disclosure located at: https://uavpr.arizona.edu/COI/

After the initial disclosure, please remind your investigators of the following:

1. **All Investigators**: All Investigators should update or re-certify their disclosures:
   - annually, between June 1st and June 30th;
   - within 30 days of acquiring a new significant financial interest or significant personal interest; and
   - as may be required by the Human Subjects Protection Program.

2. **Disclosed Outside Interest**: If you have a disclosed significant financial interest or a disclosed significant personal interest, you should also update and re-certify your disclosure:
   - for each new proposal;
   - for each new or continuing award;
   - for non-sponsored projects; and
   - for new IRB protocols.
Conflict of Interest (COI) Reminder (cont.)

3. **PHS/NIH Funded Research**: If you conduct research funded by a Public Health Service Agency (including the National Institutes of Health), you should update and re-certify your disclosure whenever your travel is sponsored or reimbursed by an entity other than (a) a U.S. federal, state, or local government agency, (b) a U.S. institution of higher education as defined at 20 U.S.C. 1001(a), or (c) an academic teaching hospital, medical center, or research institute that is affiliated with a U.S. institution of higher education.

For detailed instructions to complete the disclosure, please see Instructions for Completing Your Financial Disclosure at https://rgw.arizona.edu/compliance/conflict-interest-program/individual-conflict-interest-research/instructions-completing-your-financial-disclosure.

Please contact The University of Arizona’s Conflict of Interest Program if you have any questions at coi@email.arizona.edu or 520-626-7879.

**SMART IRB**

SMART IRB is a new tool to facilitate IRB review for collaborative research and is a platform where IRBs share IRB review for multi-site research. Currently, SMART IRB has over 300 research institutions signed on to participate! The benefits of utilizing SMART IRB are:

- Removes the requirement to sign additional collaborative agreements between IRBs
- Researchers and IRBs can view and track IRB protocols between institutions

The system designates the role of each IRB and provides contact information for questions.

There is no fee for using SMART IRB and you can become familiar with them by visiting their website at https://smartirb.org/. There are several useful short videos on the overview of the process and how an investigator submits a request at https://smartirb.org/reliance.

**UAHS Clinical Research Professionals (CRP) Group Meeing**

If you are new to the University of Arizona Health Sciences (UAHS) research community and/or to keep up with the ever-evolving changes in UAHS research, please feel free to attend the monthly CRP group meetings. Meeting time and location changes from month to month and an email reminder is sent out prior to the monthly meeting. To add your name to the listserv, please send an email to clinicalresearchcoordinators-request@list.arizona.edu with “SUBSCRIBE” in the subject line.

The next meeting is **Wednesday, January 17, 2018**, from Noon to 1:30 pm in the UAHS Library, room 4150A.
GENERAL INFORMATION AND RESOURCES

UAHS Research Administration provides guidance and assistance with the following:

- Coverage Analysis (CA) development: contact crc@email.arizona.edu
- Clinical Trial Budget development/negotiations: contact crc@email.arizona.edu
- Routing and monitoring of contracts (CTAs, data use, amendments): contact crc@email.arizona.edu
- Clinical Trial Regulatory and IRB: contact regulatory@email.arizona.edu
- Post-Award accounting and auditing: contact annetm@email.arizona.edu

Research Intake Form (RIF):

Instructions and the form can be found at http://research.uahs.arizona.edu/clinical-trials/research-intake-form

If you have questions, email Research Administration at crc@email.arizona.edu or call Julie Johnson at (520) 626-7114.

ClinicalTrials.gov Assistance:

Non-cancer studies:
- Tucson: Kerry-Ann Suckra, kerryanns@email.arizona.edu, (520) 621-2029
- Phoenix: Elena Young, elenay@email.arizona.edu, (602) 827-9963

Cancer studies: Stephanie Martinez; ssmartin@email.arizona.edu, (520) 626-9083

IRB Training Opportunities

The IRB offers training on a variety of topics each month. This is a great way to stay updated on current processes and have your questions answered. The list of upcoming sessions is located on the IRB website at https://rgw.arizona.edu/compliance/human-subjects-protection-program/irb-training-opportunities with instructions for signing up through UAccess Learning.

UA Clinical and Translational Science (CATS) Research Center website:
http://cats.med.arizona.edu/home

Banner Badge Request: Contact clinicalresearch@email.arizona.edu

Banner Cerner Help: Contact the Banner IT service desk at 602-747-4444 or in Tucson, call (520)-694-HELP (4357). Select Option 6 for assistance with Multifactor Authentication.

Cerner Access/Training: Contact Ashwini Roy-Chaudhury (520) 626-2527 or aroychaudhury@email.arizona.edu

REDCap Questions/Training: Contact redcap@email.arizona.edu

Sonora Quest Laboratories (SQL) 2017 Reference Manual: To request an electronic copy, contact crc@email.arizona.edu

SQL Care360 Training: Contact Richie Berg at Richie.Berg@SonoraQuest.com or 602-685-5465 to schedule training. Please be sure to include your SQL departmental account number when requesting training.