Research Oversight Committee – NEW STUDY Submission Checklist

Instructions: Use the APPLICATION TO CONDUCT RESEARCH form for all ROC new study applications.

Documents for ROC NEW STUDY submission:

☐ ROC Application for Research at UW Medicine VMC form (UW Medicine VMC ROC specific form)

   If not able to provide, explain: ________________________________

☐ IRB documentation (from your IRB)
   ☐ Approval
   ☐ Documentation of exemption
   ☐ Pending, explain: ________________________________

☐ Protocol (study specific – from study sponsor or investigator)

☐ Informed consent form (s), if applicable (approved document from your IRB, or a draft if pending IRB approval)

☐ HIPAA form(s), if applicable (approved document from your IRB, or a draft if pending IRB approval)

☐ Study materials (such as case report forms, telephone scripts, advertisement/flyers, educational tools, surveys, questionnaires, etc.), if applicable (study specific – from study sponsor or investigator)

Submit new study submission electronically to the ROC Coordinator at: Research@Valleymed.org

Full ROC study submission is due 2 weeks prior to the ROC meeting. Study review and ROC determination will be withheld until the ROC Coordinator verifies the submission is complete.

Day of ROC meeting:

A study staff representative is required to present the study, either in person or over the phone. Study staff representative will give a brief synopsis of the study and be available to answer ROC questions. Study staff must leave prior to ROC voting.

Documentation of ROC determination:

The ROC coordinator will emails study staff the preliminary results. Formal letter will be sent to study staff via email within 1 week.

If you have any questions regarding ROC or the review process, contact the ROC coordinator at Research@valleymed.org

Date checklist created: 12/14/15
Created by: ROC Coordinator (Dione Froman)