



## 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)
- IRB Authorization Agreement (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](mailto: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 email 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](mailto:Research@valleymed.org)**