

Adding CIC Staff to your Appendix P

Under a policy instated as of July 2013, investigators will now use a simplified procedure to include CIC staff as key research personnel on the Appendix P portion of their IRB applications. It is now possible to include the entire CIC staff on your Appendix P under one "person" instead of listing each member individually. This "person" will be called "CRC Personnel." This is possible because the CRC has an approved protocol that describes the purpose, procedures, and services that they offer. As all persons associated with the CRC are listed as research personnel on protocol #2009-0126, OPRS has agreed that each investigator utilizing the CRC does not have to list each CRC personnel on their specific protocol. By indicating the use of the CRC on their application and listing "CRC Personnel" on Appendix P, it is understood that personnel approved under protocol 2009-0126 will be conducting research procedures under the purview of the CRC.

To indicate that the staff from the clinical research center as key research personnel, you will only need to add one "person" to your Appendix P. In the last name field, add or select "CRC Personnel" and add or select "Protocol 2009-0126" as the first name. Choose "Key Research Personnel" as the "Role" and "As outlined in Appendix G" as the description. This procedure can be used on paper forms and in RiSCWeb. See example below.

It is possible that you may need to list individual members of the CIC staff on your appendix P. If you plan on using CRC staff for complex procedures or want a CRC staff member to have access to RiSCWeb, you will need to add those staff members individually to your Appendix P. If you have any questions about whether to include an individual member of the CRC staff on your application, please contact [Lauren Castro](#) or [Maryann Holtcamp](#).

Please note: Since each CRC personnel associated with the study will not be listed as research personnel in RiSC, the study cannot be discussed with the CRC personnel unless RiSC indicates "CRC" under the "Additional Review" tab and the research personnel tab indicates "CRC Personnel."

UIC UNIVERSITY OF ILLINOIS
AT CHICAGO

Office for the Protection of Research Subjects (OPRS)
Institutional Review Board
FWA# 00000083

**FORM - Appendix P: Co-
Investigators/Other Key Research
Personnel (Not PI or Faculty Sponsor
listed on page 1 of application)**

203 AOB (MC 672)
1737 West Polk Street
Chicago, IL 60612-7227
Phone: 312 996-1711 Fax: 312 413-2929
www.research.uic.edu/protocolreview/irb

Version: 4.0
Date: 03/13/2012

Name (Last, First)	Degree(s)	University Status/Title
CRC Personnel, Protocol 2009-0126		
Department		College
Mailing Address		M/C
Phone Number	Fax Number	E-mail Address

Role: Co-Investigator Key Research Personnel (Describe)

Study Tasks: *If special skills or licensure is required, attach a copy of the certification or license.*

<input type="checkbox"/> Recruitment Process/Procedures	<input type="checkbox"/> Obtain informed consent	<input type="checkbox"/> Perform physical exams
<input type="checkbox"/> Inclusion/Exclusion Criteria Assessment	<input type="checkbox"/> Data Collection	<input type="checkbox"/> Phlebotomy
<input type="checkbox"/> Conduct Survey/Questionnaires	<input type="checkbox"/> Update/Maintain IRB Documents	
<input type="checkbox"/> RiSCWeb Access ONLY		
<input type="checkbox"/> Other: _____		

Other Information:

This person has a conflict of interest. Explain: _____

Principal Investigator grants this personnel access to RiSCWeb for this protocol

This person will participate in the research at the JBVAMC.