



Memorandum

Date: May 1, 2008

From: Chief Research & Development Officer (12)
Chief Officer, Office of Research Oversight (10R)

Subj: Handbook 1200.01

To: Associate Chiefs of Staff for Research, Research Administrative Officers and Research Compliance Officers

In response to numerous requests from the field, we have identified the need for a technical correction to Handbook 1200.01 "Research & Development Committee" (R&D Committee).

Paragraph 4.d currently states the following:

The investigator must not initiate a research project until after being notified by the ACOS for R&D that the project has been approved by all relevant committees, subcommittees, or other entities and the R&D Committee has approved the final minutes of its relevant subcommittees.

The following technical correction to Paragraph 4.d is hereby approved:

The investigator must not initiate a research project until after being notified in writing by the ACOS for R&D that the project has been approved by all relevant committees, subcommittees, or other entities.

The Institutional Review Board (IRB), Subcommittee on Research Safety (SRS), Animal Care and Use Committee (IACUC), and other such entities must notify the R&D Committee of project approvals via a written communication signed by a voting committee member or approved signator for the committee.

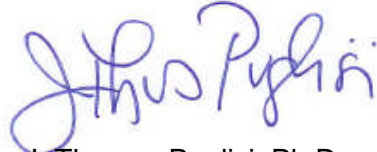
The R&D Committee must notify the Associate Chief of Staff (ACOS) for R&D of project approvals via a written communication signed by a voting R&D Committee member or approved signator for the committee.

Notifications need not be in the form of meeting minutes, nor is a separate document needed for each approved project. A single memorandum that lists by title, project number, or similar unique identifier all of the protocols receiving final approval at a given meeting is sufficient.

There are several other references to this topic throughout the handbook [or example 14.a(3) and 14.e]; these other sections should be interpreted as to reflect the correction above.



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