In February 2014, the Office of Research unveiled a new website.

The Office of Research website has been overhauled to provide easier navigation, improved search, useful tools, and a design aesthetic more in line with campus-wide branding efforts. Some of the features of the new website include:

- All pages updated and streamlined - for less clutter and easier reading
- Content managed approach - means the website will be updated more frequently
- Office of Research global navigation - no more dead-end browsing
- Site organized by category and function rather than reporting hierarchy - makes finding information more intuitive
- Improved Search - better organization equals better results
- Mobile and Tablet responsive design - visit the new research.uci.edu from any device
- Researcher's Toolbox - Bookmark your most visited pages and access from anywhere using your UCInetID
- Shared Facilities Depot - Find an ever growing list of campus shared resources organized by type
- Glossary Tooltip - Acronyms and uncommon words defined at a glance
- ...and much more!

Please note that due to the extensiveness of the redesign effort, users will find that bookmarks to pages on the old site will no longer work. We apologize for that inconvenience, but feel the effort put into the project will make the information easy to recover.

We hope you find the new site useful and informative and welcome your feedback after launch. Please look for a user survey that will be distributed in the near future. In the meantime please send any comments or concerns to or-web-support@uci.edu.
The Short Form Process should be used for the occasional and unexpected enrollment of non-English speaking subjects.

The IRB will use its best judgment to ensure the protection of human research subjects when considering whether the use of the short form method for non-English speaking subjects is appropriate based on the researcher’s justification and the specifics of the research.

For example, given the patient census of UCI Medical Center the short form method should not be used for Spanish speaking subjects. Should a clinical researcher believe that enrollment of Spanish speaking subjects is not expected based on the disease or condition being studied and/or the anticipated study enrollment, study specific justification must be provided in Appendix Q.

Also the short form method should not be used for Phase 1 clinical trials, clinical research that targets vulnerable subject populations such as children and pregnant women, and for ‘true’ placebo-controlled studies.

When the short form method is approved by the IRB, the investigator is required to provide the subject the short form consent translated into the subject’s language. In addition, the English version of the IRB-approved consent form must be orally interpreted by a qualified interpreter. Further, once the subject has consented and eligibility is confirmed, the English version of the IRB-approved consent form must be translated into the subject’s language by a professional or certified translator and provided to the subject within one month from the subject’s initial consent.

What is a professional translator?

A professional translator is an individual who is fluent in the language specified. Fluency in another language means being able to comprehend, speak, read, and write in that language at the level of an educated native speaker. This includes the ability to speak, read, and write in that language using medical or other technical terminology.

What is a certified translator?

When a translation is certified, both it and the original are accompanied by a signed statement from the translator attesting to the completeness and accuracy of the translation. This is then notarized by a notary public. Due to the costs related to a certified translation, researchers should plan for these costs as part of their study budget.

For more information about the short form process visit the HRP page: ‘Informed Consent Process.’

For access to translated short forms (along with other translated forms) visit the HRP page: ‘Application and Forms’ and look under the subheading of ‘Human Research Protections Foreign Language Translations.’
All Recruiting and Advertising Materials Must be Prospectively Approved by the IRB

The IRB must assure that appropriate safeguards exist to protect the rights and welfare of research participants. In fulfilling these responsibilities, the IRB must review all of the research documents and activities that bear directly on the rights and welfare of the participants of proposed research, including the methods and materials that Investigators propose to use to recruit participants. **The IRB must review the final versions of these documents.**

Recruitment Materials / Advertisements Include:

- Television, radio, video or print advertisements
- Email solicitations
- Internet websites

Recruitment Materials / Advertisements Do Not Include:

- Communications intended only to be seen or heard by health professionals (e.g., such as Dear Doctor Letters). Although we do review for accuracy, we would not need to stamp them as we do with other types of actual recruitment materials.
- News stories that are not intended for recruitment (e.g. do not include contact information, inclusion or exclusion information or other details of eligibility).

Appropriate to Include in Recruitment Materials / Advertisements:

- The name, address, phone (contact information) and institution of the Lead Researcher or study coordinator (e.g. UC Irvine);
- If applicable, include “investigational, meaning non-FDA approved”;  
- The condition under study and the purpose of the research;
- In summary form, the criteria that will be used to determine eligibility for the study;
- A brief list of participation benefits, if any (e.g., a no-cost health examination);
- The time or other commitment required of the participants; and
- The location of the research and the person or office to contact for further information.

**Submission and Approval**

Generally, recruitment materials are included with the original application as part of the overall recruitment plan. Advertisements may also be submitted for approval at any time following approval of the human research study by submitting an electronic Modification request (e-MOD).

When approved, the documents will be stamped as approved and dated (in a manner similar to consent forms) and returned to the investigator. One copy will be placed in the IRB protocol file.

**Changes to Recruitment Materials**

Any subsequent changes in the content of an approved advertisement must also be submitted for IRB review and approval prior to use.

Occasionally, newspapers or magazines may alter copy to fit available space. Therefore, when submitting an advertisement to a newspaper or magazine, a cover letter should be included stating that the text has institutional approval and cannot be altered.


HRP Staff Contact Information

Institutional Review Board ‘A’
Biomedical
IRB Chair: Tahseen Mozaffar, MBBS

Mihaela Nistor, CIP
Administrator
949-824-3711
mnistor@uci.edu

Joy Chu
Senior Analyst
949-824-3367
jchuch@uci.edu

Kirsten McDaniel
Analyst
949-824-6068
kmcdaniel@uci.edu

Institutional Review Board ‘B’
Biomedical
IRB Chair: Kenneth Linden, MD, PhD

OPEN POSITION
Administrator

Rachna Singh, MS, CCRP
Senior Analyst
949-824-5622
rachnas@uci.edu

Theresa Sanchez, CIP
Analyst
949-824-2125
tmcsanche@uci.edu

Institutional Review Board ‘C’
Social - Behavioral
IRB Chair: Elizabeth Cauffman, PhD

Valerie Sanchez, MA, CCRP
Administrator
949-824-4779
valerie.ms@uci.edu

Melissa Camarena
Senior Analyst
949-824-7114
mccamare@uci.edu

Roy Taggueg
Analyst
949-824-6662
rtaggueg@uci.edu

IRB Team ‘D’
Biomedical Expedited and Exempt

Matt Kinder, CIP
Administrator
949-824-9819
mkinder@uci.edu

Le’Quan Jackson
Senior Analyst
949-824-5057
ldjackson@uci.edu

Michael Baird, CIP
Analyst
949-824-0665
bairdm@uci.edu

Karen Allen, MA, CIP
Research Protections
949-824-1558
karen.allen@uci.edu

Beverley Alberola, CIP
Associate Director
Human Research Protections
949-824-5746
beverley.alberola@uci.edu

Jessica Sheldon, CIP
EQUIP Administrator
Human Research Protections
949-824-3831
jessica.sheldon@uci.edu

Debbie Melamud, MPH
Administrator
Human Research Protections
949-824-3367
debbileomalud@uci.edu

Retrospective data: When considering the collection and analysis of existing data for research purposes, researchers must remember that retrospective data is the utilization of human participants’ specimens/data that has been previously collected.

Researchers should use the date of IRB submission as the date in which all research data and/or specimens must be existing (e.g., on the shelf).

Example: Dr. Jones is interested in reviewing the medical records of her own patients for research purposes. She would like to see how many of her patients take Medicine X for the treatment of Condition Y. She also wants to see if her patients take any herbal supplements in addition to Medicine X. She wants to track her patient’s treatments and outcomes. She intends to submit her data for publication in the Condition Y Journal. She submits a new study application to the IRB for review on August 1, 2014 indicating that she would like to conduct a review of retrospective data. If approved by the IRB, Dr. Jones may only access subject data existing prior to August 1, 2014.

Human Research Protections

U.S. Mail:
Office of Research
University of California, Irvine
5171 California Ave., Suite 150
Irvine, CA 92697-7600

The Office is Open:
Monday—Friday
8am—5pm

General Email:
IRB@research.uci.edu

Web: