2015

RE: General Information Often Requested by Study Sponsors

Dear UCI Investigators:

This letter is being provided in response to requests from study sponsors for some or all of the points as described below:

**Federalwide Assurance:** UCI holds a current, approved Federalwide Assurance (FWA) of Compliance (FWA 00004071) with the Department of Health and Human Services (HHS). This assurance was approved on January 31, 2003 and remains in effect unless the University is otherwise notified. Renewal is required every five years. UCI agrees to uphold the ethical principles of the Belmont Report. UCI will apply DHHS regulations (45 CFR 46, including Subparts B, C, & D) to all federally-funded research involving human participants. Commensurate protections are in place for all other human subject research conducted at or under the jurisdiction of UCI.

**IRB Registration with the FDA:** The Food and Drug Administration (FDA) require Institutional Review Boards (IRBs) to register through a system maintained by HHS. UCI is registered with HHS. IORG0000236 represents the overall registration, with each IRB receiving a distinct identification number under the IORG. Renewal is required every three years. The following IRBs are currently registered with the Office for Human Research Protections (OHRP):

<table>
<thead>
<tr>
<th>Identification #</th>
<th>Name</th>
<th>City</th>
<th>State</th>
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<tbody>
<tr>
<td>IRB00000393</td>
<td>UCI IRB #1 - Biomedical ‘A’</td>
<td>Irvine</td>
<td>CALIFORNIA</td>
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<tr>
<td>IRB00000394</td>
<td>UCI IRB #2 - Biomedical ‘B’</td>
<td>Irvine</td>
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<td>IRB00000395</td>
<td>UCI IRB #3 - Social Behavioral ‘C’</td>
<td>Irvine</td>
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<tr>
<td>IRB00008624</td>
<td>UCI IRB #4 – Compliance ‘E’</td>
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<td>CALIFORNIA</td>
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**COMPONENTS IDENTIFIED FOR THIS ASSURANCE**

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>State</th>
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<tbody>
<tr>
<td>UCI Campus</td>
<td>Irvine</td>
<td>CALIFORNIA</td>
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<td>UCI Family Health Center</td>
<td>Santa Ana</td>
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<td>UCI Family Health Center</td>
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<td>Orange</td>
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<td>UCI Health Community Cancer Network – Newport Associates</td>
<td>Costa Mesa</td>
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<td>UCI Women’s Healthcare Center</td>
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<tr>
<td>Pacific Breast Care Center</td>
<td>Costa Mesa</td>
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For additional information about UC Irvine’s Federalwide Assurance or IRB Registration information visit: http://ohrp.cit.nih.gov/search/search.aspx?styp=bsc and type in FWA# 00004071 or IORG# 0000236.

**IRB Membership:** As noted above, UCI holds a current, approved FWA of compliance with HHS. In the document, UCI agrees to uphold the ethical principles of the Belmont Report. UCI will apply DHHS regulations (45 CFR 46, including Subparts B, C, & D) to all federally-funded research involving human participants. Commensurate protections are in place for all other human subject research conducted at or under the jurisdiction of UCI. UCI’s IRB meets the FDA requirements for IRB membership as defined in Section 21 CFR 56.107, which is identical to Section 45 CFR 46.107. UCI is accredited by the Association for Accreditation of Human Research Protections Programs.
appropriate signatures must be obtained on the revised consent form. Subject initials and a date may also be obtained on the re-consent of the revised consent form and used as a supplement to facilitate the re-consent process. If the subject agrees to continue participation, cover memo as requested by the investigator or required by the IRB. The IRB will document the requirement to obtain re-consent on the re-consent process by emphasizing the revisions made to the study. The IRB approved re-consent memo should be attached to the front IRB approval letter. Should the IRB determine that re-consenting subjects is not necessary, the IRB approval letter will be “silent” on re-consent.

**Witness to the Consent Process:** A new witness policy went into effect at UCI as of May 2011. A witness is required to observe the informed consent process and attest that consent is voluntary and freely given by the subject, parent/guardian, or surrogate decision maker without any element of coercion or undue influence under the following circumstances:

**AAHRPP Accreditation:** UCI is accredited by AAHRPP which thoroughly reviews human research protection programs for compliance with federal requirements. AAHRPP renewed UCI’s accreditation for five years effective September 2011.

**Compliance with the Food and Drug Administration (FDA) Regulations and International Conference on Harmonization (ICH) Guidelines:** All clinical investigations are reviewed in accordance with FDA regulations at 21 CFR Parts 50 and 56. All clinical investigations involving the investigational use of drugs and devices are reviewed in accordance with FDA regulations at 21 CFR Parts 312 (drugs) and 812 (devices). UCI IRBs follow ICH E6 to the extent it agrees with FDA Good Clinical Practice (GCP).

**Compliance with HIPAA and CMIA:** Due to the complexities of both HIPAA and CMIA, and the University of California’s status as a hybrid covered entity, a separate, system-wide UC Research Authorization form is used to comply with all applicable laws concerning access, use and disclosure of medical health information for research and clinical trials. UCI IRBs require use of this form in situations where HIPAA regulations apply. The UCI IRBs do not review or approve the content of this form on a study by study basis, as it cannot be altered; therefore, the UCI IRB does not approve or stamp the form with a specific study/protocol number. When the IRB determines that subjects should sign a HIPAA Research Authorization in order to use or disclose Protected Health Information (PHI) for research, subjects are to sign the UC HIPAA Research Authorization as a part of the informed consent process for participation in the study. The IRB will document the requirement to obtain UC HIPAA Research Authorization on the IRB approval letter.

**Compliance with 21 CFR 11:** Currently, official UCI IRB records are paper-based and therefore, 21 CFR 11 does not apply. 21 CFR 11 is primarily for researchers who secure signed informed consent electronically, who complete and send clinical research forms electronically, or who maintain database systems that include subject identifiable information (research database or e-MR systems).

**Documents Approved and Stamped by the IRB:** The UCI IRB approves the Protocol Narrative, all Informed Consent documents and all recruitment materials. The UCI IRB approval stamp is placed on the first page of the Protocol Narrative, all pages of the Consent documents (i.e., Informed Consent Form, Study Information Sheet, Assent Form), and all pages of recruitment materials.

**Attachments Submitted for IRB Review:** The UCI IRB approval letter does not approve the sponsor master protocol and investigator’s brochure. This is because the IRB only reviews these documents. These documents are not developed by UCI personnel. Moreover, they do not contain all of the information needed for UCI IRB, such as local context details. Additionally, these sponsor documents may contain information not under purview of the IRB such as the method of transmitting data and the shipping of specimens.

**IRB Approval Letters:** Neither HHS or the FDA regulations require a signature for the IRB approval letter. In accordance with federal regulations, and in an effort to facilitate the expediency of approval processing, it is not UCI IRB policy to require a signature on IRB approval letters.

**Re-Consent Process:** Per HHS 45 CFR 46.116(b)(5) and FDA 21 CFR 50.25(b)(5) significant new findings that develop during the course of the research which may relate to the research subject’s willingness to continue participation must be provided to subjects. When significant new findings occur, researchers must submit a modification request to revise the consent form(s) and protocol narrative. In addition, UCI IRB recommends that researchers submit a re-consent cover letter. The re-consent cover letter is designed to facilitate the re-consent process by emphasizing the revisions made to the study. The IRB approved re-consent memo should be attached to the front of the revised consent form and used as a supplement to facilitate the re-consent process. If the subject agrees to continue participation, appropriate signatures must be obtained on the revised consent form. Subject initials and a date may also be obtained on the re-consent cover memo as requested by the investigator or required by the IRB. The IRB will document the requirement to obtain re-consent on the IRB approval letter. Should the IRB determine that re-consenting subjects is not necessary, the IRB approval letter will be “silent” on re-consent requirements.

**Witness to the Consent Process:** A new witness policy went into effect at UCI as of May 2011. A witness is required to observe the informed consent process and attest that consent is voluntary and freely given by the subject, parent/guardian, or surrogate decision maker without any element of coercion or undue influence under the following circumstances:

1. Consent is obtained from the subject using the Short Form Consent process, as approved by the IRB.

2. The subject has the decision-making capacity to consent, but cannot read, write, talk or is blind.

3. The subject’s parent/legal guardian, or surrogate decision maker cannot read, write, talk or is blind.

4. The IRB specifically mandates a witness signature for the study (e.g., Phase 1 clinical trials, high risk research procedures, etc.). This requirement would be reflected on the IRB approval letter.

When a witness is required to be present, the witness must be impartial (i.e. not a member of the subject’s family, not a member of the study team). As of May 2011, an updated witness signature box was inserted in the UCI Informed Consent template. UCI researchers were advised that they may continue to use existing IRB approved consent forms. For new submissions, researchers were encouraged to use the revised Informed Consent template that includes specific guidance on when a witness is required.

**Reporting Unanticipated Problems:** Investigators are required to report promptly “to the IRB… all unanticipated problems involving risks to human subjects or others,” including adverse events that are considered unanticipated problems. Unanticipated Problems involving Risk to Subjects or Others are defined as any incidents, experiences, or outcomes that meet all of the following criteria:

1. **Unexpected** (in terms of nature, severity, or frequency) given (a) the research procedures that are described in the protocol-related documents, such as the IRB-approved research protocol and informed consent document; and (b) the characteristics of the subject population being studied;

2. **Related or possibly related to participation in the research** (in this guidance document, **possibly related** means there is a reasonable possibility that the incident, experience, or outcome may have been caused by the procedures involved in the research); and

3. Suggests that the research places subjects or others at a greater risk of harm (including physical, psychological, economic, or social harm) than was previously known or recognized.

**Unanticipated Problems occurring at UCI IRB-approved sites:** Unanticipated problems involving risk to subjects or others occurring at UCI IRB-approved sites are reportable to the UCI IRB via the submission of an UP report. Once submitted, the IRB will review the UP report in a timely manner to verify whether the reported event constitutes an unanticipated problem. Federal regulations require that UCI promptly report unanticipated problems involving risk to subjects or others to appropriate institutional officials, the funding agency or study sponsors, and federal department or agency heads including the Office for Human Research Protections (OHRP), the Food and Drug Administration (FDA), when applicable.¹

**Unanticipated Problems occurring at external multi-center sites:** FDA guidance on Adverse Event Reporting to IRBs — Improving Human Subject Protection² states that it is neither useful nor necessary for reports of individual adverse events occurring at other multi-center sites to be distributed routinely to investigators or IRBs at all institutions conducting the research. As such, UCI IRB accepts reports of external adverse events if in the judgment of the UCI Researcher the event constitutes an unanticipated problem. UCI Researchers should submit external unanticipated problems to the IRB through a modification request that includes appropriately updated IRB-approved documentation.

We hope that the above statements aid in addressing your study sponsor’s questions. If there are additional questions not addressed in this document, please contact a member of the Human Research Protections (HRP) staff.

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¹ UCI complies with Office for Human Research Protections regulations at 45 CFR 46.103(b)(5) which mandates reporting of unanticipated problems involving risks to human subjects or others. For clinical investigations of drug and biological products conducted under an investigational new drug (IND) application, the FDA also requires that investigators promptly report to the reviewing IRB all events considered unanticipated problems (21 CFR 56.108(b)(1), § 312.53(c)(4)(iv), and § 312.66). Unanticipated adverse device effect (UADEs) must be reported by the investigator to the sponsor and the reviewing IRB as soon as possible, but no later than 10 working days after the investigator first learns of the event (§ 812.150(a)(1)).