

***Please note: The "approval" letter is not an IRB approval letter for ceded Abbreviated Applications. This letter is the "Reliance Determination" letter and cannot be substituted for IRB approval.**



Reliance Determination

IRB Number:

XXXXX

TO: PI First and Last Name, Credentials

PI Dept Name

PI phone #: XXX-XXX-XXXX

FROM: On Behalf of University of Kentucky's Signatory Official (or designee)

SUBJECT: Determination for Reliance on External IRB

DATE: XX/XX/XXXX

On XX/XX/XXXX, it was determined that (Insert Reviewing IRB) will serve as the Reviewing IRB for the University of Kentucky for your research study entitled "Insert Study Title".

You are reminded of the following:

- Become familiar with your responsibilities as outlined in the [Relying Investigator Guidance and Checklist](#).
- Do not enroll participants in research prior to review and approval by the reviewing IRB and the completion of all other applicable requirements and approvals for the study. PLEASE NOTE: Any changes that may affect the HIPAA or HIPAA Waiver of Authorization (if applicable) must be submitted to UK's E-IRB as a modification request to your currently approved Abbreviated Application (AA) PRIOR TO submitting a modification to the reviewing IRB.
- Do not initiate any changes in research procedures or consent/assent form(s) without prior review and approval from the reviewing IRB (IRB of Record), except where necessary to eliminate apparent immediate hazards to the subject.
- Study personnel changes should be documented in the E-IRB Abbreviated Application (AA) in addition to being submitted for review and approval by the reviewing IRB. You can submit study personnel changes by updating your AA to reflect study personnel changes approved by the reviewing IRB.
- Please ensure that the risk level in the E-IRB AA matches the risk level determination of the reviewing IRB after initial approval.
- Notify the University of Kentucky IRB Reliance team within two weeks of the protocol being closed/inactivated with the reviewing IRB by e-mailing irbreliance@uky.edu or updating your AA to reflect that the study has been closed by the reviewing IRB.

For forms, policies, and guidance related to UK Single IRB Reliance, please visit UK's [Single IRB Reliance Webpage](#). If you have questions or need additional information regarding the University of Kentucky IRB review process or your study status, please contact Jessica Williams, MA, MS, CIP, (jessica.williams@uky.edu) (859-218-1501) or Joe Brown, MHS-HIA, (joe.brown@uky.edu) (859-257-9084).

PROTOCOL TYPE

Which IRB

Medical NonMedical

Protocol Process Type

Exemption
 Expedited (Must be risk level 1)
 Full

IMPORTANT NOTE: Once you have saved your choices under "Which IRB" and "Protocol Process Type", you will not be able to change your selections. If you select the wrong IRB Type and/or your application is deemed eligible for a different Protocol Process Type, it may be necessary to create a new application.

Please see below for guidance on which selections to make, and/or go to ORI's "[Getting Started](#)" web page. If you still have questions about which IRB or Protocol Process Type to choose, please contact the Office of Research Integrity (ORI) at 859-257-9428 **prior** to saving your selections.

Which IRB

The **Medical IRB** reviews research emanating from the Colleges of Dentistry; Health Sciences; Medicine; Nursing; Pharmacy and Health Sciences; and Public Health.

The **Nonmedical IRB** reviews research originating from the Colleges of Agriculture; Arts & Sciences; Business & Economics; Communications & Information; Design; Education; Engineering; Fine Arts; Law; and Social Work. The Nonmedical IRB does not review studies that involve administration of drugs, testing safety or effectiveness of medical devices, or studies that involve invasive medical procedures, regardless of from what college the application originates.

Which Protocol Process Type

Under federal regulations, an investigator's application to conduct a research project involving human subjects can be processed by the IRBs in three ways:

- by full review;
- by exemption certification;
- by expedited review.

The preliminary determination that a research project is eligible for exemption certification or expedited review is made by the investigator. For assistance in determining which review process type your IRB application is eligible for, please go to ORI's "[Getting Started](#)" web page.

The revised Common Rule expanded exemption certification category 4 for certain secondary research with identifiable information or biospecimens. The regulations no longer require the information or biospecimens to be existing. For more information see the [Exemption Categories Tool](#).

EXEMPTION CATEGORIES

LIMITATIONS: Certain research activities **cannot** be exempt because additional protection has been granted by federal regulations for vulnerable populations. The categories of research that cannot be exempt are as follows:

- Research involving the surveying or interviewing of children (exempt category 2);
- Research involving educational test or the observation of public behavior of children if the investigators participate in the activities being observed (exempt category 2);
- Research involving benign behavioral intervention with children (exempt category 3);
- Research involving prisoners (unless the research is aimed at involving a broader subject population and the involvement of the prisoner(s) is only incidental).

Please note: *The revised common rule regulations now allow for the application of all exempt categories to research involving the use of pregnant women, human fetuses, and neonates, assuming all the research activities fall within one or more categories of exempt research as determined by the IRB.*

Research activities are exempt from the human research protection regulations when the only involvement of human subjects falls within one or more of below categories. **Research categories 1-5 do not apply to Food and Drug Administration (FDA) regulated research.** For additional guidance, see the [UK ORI Exemption Categories Tool](#) or the [Issues to be Addressed with Exempt Review](#) document.

Check the appropriate category(ies) that apply(ies) to your research project:

(1) Research, conducted in established or commonly accepted educational settings that specifically involves normal educational practices that are not likely to adversely impact students' opportunity to learn required educational content or the assessment of educators who provide instruction. This includes most research on regular and special education instruction strategies, and research on the effectiveness of or the comparison among instructional techniques, curricula or classroom management methods.

(2) Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures with adults, or observation of public behavior including visual or auditory recording (with minors as long as study personnel do not interact when observing), if at least **one** of the following criteria is met:

- i. The information obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, directly or through identifiers linked to the subjects; or
- ii. Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation; or
- iii. The information obtained is recorded by the investigator in such a manner that the identity of the human subjects can readily be ascertained, directly or through identifiers linked to the subjects, and an IRB conducts a limited IRB review to make the determination required by 45 CFR 46.111(a)(7).

If retaining identifiers, complete and attach the Limited Review Form [\[PDF\]](#) under the Additional Information section using the Additional Materials attachment button.

(3) (i) Research involving benign behavioral interventions in conjunction with the collection of information from an adult subject through verbal or written responses (including data entry) or audiovisual recording if the subject prospectively agrees to the intervention and information collection and at least one of the following criteria is met:

- A. The information obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, directly or through identifiers linked to the subjects; or
- B. Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation; or
- C. The information obtained is recorded by the investigator in such a manner that the identity of the human subjects can readily be ascertained, directly or through identifiers linked to the subjects, and an IRB conducts a limited IRB review to make the determination required by 45 CFR 46.111(a)(7).

(ii) For the purpose of this provision, benign behavioral interventions are brief in duration, harmless, painless, not physically invasive, not likely to have a significant adverse lasting impact on the subjects, and the investigator has no reason to think the subjects will find the interventions offensive or embarrassing. Provided all such criteria are met, examples of such benign behavioral interventions would include having the subjects play an online game, having them solve puzzles under various noise conditions, or having them decide how to allocate a nominal amount of received cash between themselves and someone else.

(iii) If the research involves deceiving the subjects regarding the nature or purposes of the research, this exemption is not applicable unless the subject authorizes the deception through a prospective agreement to participate in research in circumstances in which the subject is informed that he or she will be unaware of or misled regarding the nature or

purposes of the research.

If retaining identifiers, complete and attach the Limited Review Form [PDF] under the Additional Information section using the Additional Materials attachment button.

- (4) Secondary research for which consent is not required: Secondary research uses of identifiable private information or identifiable biospecimens that have been or will be collected for some other 'primary' or 'initial' activity, if at least one of the following criteria is met:
- i. The identifiable private information or identifiable biospecimens are publicly available;
 - ii. Information, which may include information about biospecimens, is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained directly or through identifiers linked to the subjects, the investigator does not contact the subjects, and the investigator will not re-identify subjects;
 - iii. The research involves only information collection and analysis involving the investigator's use of identifiable health information when that use is regulated under HIPAA (45 CFR parts 160 and 164, subparts A and E), for the purposes of "health care operations" or "research" as those terms are defined at 45 CFR 164.501 or for "public health activities and purposes" as described under 45 CFR 164.512(b); or
 - iv. The research is conducted by, or on behalf of, a Federal department or agency using government-generated or government-collected information obtained for nonresearch activities, if the research generates identifiable private information that is or will be maintained on information technology that is subject to and in compliance with section 20B(b) of the E-Government Act of 2002, 44 U.S.C. 3501 note, if all of the identifiable private information collected, used, or generated as part of the activity will be maintained in systems of records subject to the Privacy Act of 1974, 5 U.S.C. 552a, and, if applicable, the information used in the research was collected subject to the Paperwork Reduction Act of 1995, 44 U.S.C. 3501 *et seq.*
- (5) Research and demonstration projects that are conducted or supported by a Federal department or agency, or otherwise subject to the approval of department or agency heads (or the approval of the heads of bureaus or other subordinate agencies that have been delegated authority to conduct the research and demonstration projects), and that are designed to study, evaluate, improve, or otherwise examine public benefit or service programs, including procedures for obtaining benefits or services under those programs, possible changes in or alternatives to those programs or procedures, or possible changes in methods or levels of payment for benefits or services under those programs. Such projects include, but are not limited to, internal studies by Federal employees, and studies under contracts or consulting arrangements, cooperative agreements, or grants. Exempt projects also include waivers of otherwise mandatory requirements using authorities such as sections 1115 and 1115A of the Social Security Act, as amended.
- Each Federal department or agency conducting or supporting the research and demonstration projects must establish, on a publicly accessible Federal Web site or in such other manner as the department or agency head may determine, a list of the research and demonstration projects that the Federal department or agency conducts or supports under this provision. The research or demonstration project must be published on this list prior to commencing the research involving human subjects.
- (6) Taste and food quality evaluation and consumer acceptance studies:
- i. If wholesome foods without additives are consumed; or
 - ii. If a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the FDA or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

Exemption Category 7 and Category 8 both require "Broad consent" provisions and involve storage or maintenance of identifiable private information or identifiable biospecimens for potential secondary research (7) OR research involving the use of identifiable private information or identifiable biospecimens for secondary research use (8). These categories are not an option at the University of Kentucky at this time, as the provisions require institution-wide tracking of individuals who do not agree to secondary use of their identifiable private information or identifiable biospecimens.

This protocol is approved by a Non-UK IRB. This category should be chosen only after you have contacted the [ORI Reliance Team](#) and submitted the Reliance Registration Form [PDF]. If you have not submitted the Reliance Registration Form to ORI Reliance staff, please contact us at irbreliance@uky.edu.

PROJECT INFORMATION

Title of Project: (If applicable, use the exact title listed in the grant/contract application). 

RELIANCE: Stranger Things: The First Season

Short Title Description

Note: "Short Title" should consist of a couple key words to easily identify your study - these key words (rather than the whole title) will be displayed on the Dashboard in the listing for your study.



RELIANCE: Stranger Things

Anticipated Ending Date of Research Project:  5/30/2025

Number of human subjects 

Study is/will be open to new subject enrollment or data/specimen collection:  Yes No

PI CONTACT INFORMATION

The Principal Investigator's (PI) contact information is filled in automatically based on who was logged in when the application was created (with LinkBlue ID). If research is being submitted to or supported by an extramural funding agency such as NIH, a private foundation or a pharmaceutical/manufacturing company, the PI listed on the grant application or the drug protocol must be the same person listed below.

If you are not the Principal Investigator, do NOT add yourself as study personnel. You may change the PI contact information on an application that is in Researcher edit mode by:

- clicking the "Change Principal Investigator" link below;
- searching for the PI's name using the search feature;
- clicking "Select" by the name of the Principal Investigator, then "Save Contact Information".


You will automatically be added as study personnel with edit authorization so you can continue editing the application.

Please fill in any blank fields with the appropriate contact information (gray shaded fields are not editable). Required fields left blank will be highlighted in pink after you click "Save".


To change home and work addresses, go to [myUK](#) and update using the Employee Self Service (ESS) portal. If name has changed, the individual with the name change will need to submit a '[Name Change Form](#)' to the Human Resources Benefits Office for entering into SAP. The new name will need to be associated with the individual's Link Blue ID in SAP before the change is reflected in E-IRB. Contact the [HR Benefits Office](#) for additional information.

Note: Principal Investigator (PI) role for E-IRB access

The PI is the individual holding primary responsibility on the research project with the following permissions on the E-IRB application:

1. Read;
2. write/edit;
3. receive communications; and
4. submit to the IRB (IR, CR, MR, Other Review*). 

[Change Principal Investigator:](#)

First Name: <input type="text" value="Jessica"/>	Room# & Bldg: <input type="text" value=""/>
Last Name: <input type="text" value="Williams"/>	Speed Sort#: <input type="text" value="40506"/>
Middle Name: <input type="text" value="Roe"/>	Dept Code: <input type="text" value="40148"/>
Department: <input type="text" value="Office of Research Integrity - ..."/>	Rank:  <input type="text" value=""/>
PI's Employee/Student ID#: <input type="text" value=""/>	Degree: <input type="text" value="MA, MS"/>
PI's Telephone #: <input type="text" value=""/>	PI's FAX Number: <input type="text" value=""/>
PI's e-mail address: <input type="text" value=""/>	Trained: <input type="text" value="No"/>
PI is R.N. <input type="radio"/> Yes <input checked="" type="radio"/> No	Date Trained: <input type="text" value=""/>

Do you, the PI, have a [significant financial interest](#) related to your responsibilities at the University of Kentucky (that requires disclosure per the [UK administrative regulation 7:2](#))?

Yes No

RISK LEVEL

Indicate which of the categories listed below accurately describes this protocol

- (Risk Level 1) Not greater than minimal risk
- (Risk Level 2) Greater than minimal risk, but presenting the prospect of direct benefit to individuals subjects
- (Risk Level 3) Greater than minimal risk, no prospect of direct benefit to individual subjects, but likely to yield generalizable knowledge about the subject's disorder or condition.
- (Risk Level 4) Research not otherwise approvable which presents an opportunity to understand, prevent, or alleviate a serious problem affecting the health or welfare of subjects.

*"Minimal risk" means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves from those ordinarily encountered in daily life or during the performance of routine physical or psychological examination or tests [\[45 CFR 46.102\(i\)\]](#)

Download UK's guidance document on assessing the research risk for additional information on risk [\[PDF\]](#) 

SUBJECT DEMOGRAPHICS

Age level of human subjects: (i.e., 6 mths.; 2yrs., etc.) to

Indicate the targeted/planned enrollment of the following members of minority groups and their subpopulations

(Please note: The IRB will expect this information to be reported at Continuation Review time):

Enter Numbers Only!		
Ethnic Origin	#Male	#Female
American Indian/Alaskan Native:	<input type="text"/>	<input type="text"/>
Asian:	<input type="text"/>	<input type="text"/>
Black/African American:	<input type="text"/>	<input type="text"/>
Hispanic/Latino:	<input type="text"/>	<input type="text"/>
Native Hawaiian/Pacific Islander:	<input type="text"/>	<input type="text"/>
White/Caucasian:	<input type="text"/>	<input type="text"/>
Other or Unknown:	<input type="text"/>	<input type="text"/>

If unknown, please explain why:

Indicate the categories of subjects and controls to be included in the study. Depending on the subject category applicable to your research you may be required to complete additional forms. [Note, if the study does not involve direct intervention or direct interaction with subjects, (e.g., record-review research, outcomes registries), do not check mark populations which the research does not specifically target. For instance, a large record review of a diverse population may incidentally include a prisoner or an international citizen, but, if the focus or intent of the study has nothing to do with that status, you do not need to check those category(ies).]

Check All That Apply (at least one item must be selected)

ADDITIONAL INFORMATION:	
<input type="checkbox"/> Children (individuals under age 18) <input type="checkbox"/> Wards of the State (Children) <input type="checkbox"/> Emancipated Minors <input type="checkbox"/> Students <input type="checkbox"/> College of Medicine Students <input type="checkbox"/> UK Medical Center Residents or House Officers <input type="checkbox"/> Impaired Consent Capacity Adults <input type="checkbox"/> Pregnant Women/Neonates/Fetal	<p>Please visit the IRB Survival Handbook under the named topic:</p> <ul style="list-style-type: none"> • Children/Emancipated Minors • Students as Subjects • Prisoners • Impaired Consent Capacity Adults: Link to required Form <p>And/Or:</p> <ul style="list-style-type: none"> • UKMC Residents or House Officers [see requirement of GME]

Material

- Prisoners
- Non-English Speaking
- International Citizens
- Normal Volunteers
- Military Personnel and/or DoD Civilian Employees
- Patients
- Appalachian Population

- Non-English Speaking [see [instructions for recruitment](#) and E-IRB Research Description section on same topic]
- International Citizens [[HTML](#)] (DoD SOP may apply [[PDF](#)])
- Military Personnel and/or DoD Civilian Employees (DoD SOP may apply [[PDF](#)])

The next questions involve assessment of the study relative to potential recruitment of subjects with impaired consent capacity (or likelihood).

- Check this box if your study does not involve direct intervention or direct interaction with subjects (e.g., record-review research, secondary data analysis). (you will not need to answer the impaired consent capacity questions)

Does this study focus on adult subjects with any of the clinical conditions listed below that present a high *likelihood* of impaired consent capacity or *fluctuations* in consent capacity? (see examples below)

Yes No

If Yes, go to the following link and complete and attach the indicated form unless you are filing for an exemption certification: <https://ris.uky.edu/ori/oriforms/formt/Scale.asp>

Examples of such conditions include:

- Traumatic brain injury or acquired brain injury
- Severe depressive disorders or Bipolar disorders
- Schizophrenia or other mental disorders that involve serious cognitive disturbances
- Stroke
- Developmental disabilities
- Degenerative dementias
- CNS cancers and other cancers with possible CNS involvement
- Late stage Parkinson's Disease
- Late stage persistent substance dependence
- Ischemic heart disease
- HIV/AIDS
- COPD
- Renal insufficiency
- Diabetes
- Autoimmune or inflammatory disorders
- Chronic non-malignant pain disorders
- Drug effects
- Other acute medical crises

Attachments

INFORMED CONSENT/ASSENT PROCESS/WAIVER

For your informed consent attachment(s), please download the most up-to-date version listed in "All Templates" under the APPLICATION LINKS menu on the left, and revise to be in accord with your research project.

Additional Resources:

- Sample Repository/Registry/Bank Consent ([PDF](#)) ([Word](#))
- [Instructions for Proposed Informed Consent Document](#)
- [Instructions for Proposed Assent Form](#)

Consent/Assent Tips:

- If you have multiple consent documents, be sure to upload each individually (not all in a combined file).
- Changes to consent documents (e.g., informed consent form, assent form, cover letter, etc...) should be reflected in a 'tracked changes' version and uploaded separately with the Document Type "Highlighted Changes".
- It is very important that only the documents you wish to have approved by the IRB are attached; DELETE OUTDATED FILES -- previously *approved* versions will still be available in Protocol History.
- Attachments that are assigned a Document Type to which an IRB approval stamp applies will be considered the version(s) to be used for enrolling subjects once IRB approval has been issued.

Document Types that do NOT get an IRB approval stamp are:

- "Highlighted Changes",
- "Phone Script", and
- "Sponsor's Sample Consent Form".

How to Get the Informed Consent Section Check Mark

1. **You must check the box for at least one of the consent items and/or check mark one of the waivers, then if applicable attach the corresponding document(s) as a PDF (if open to enrollment).**
2. **If you no longer need a consent document approved (e.g., closed to enrollment), or, the consent document submitted does not need a stamp for enrolling subjects (e.g., umbrella study, or sub-study), only check mark the "Stamped Consent Doc(s) Not Needed".**
3. **If none of the consent items or waiver requests apply to your research, you may check mark the box for "Not Applicable" in order to get your Informed Consent section check mark.**
4. **After making your selection(s) be sure to scroll to the bottom of this section and SAVE your work!**



Not applicable

Check All That Apply

- Informed Consent Form (and/or Parental Permission Form)
- Assent Form
- Cover Letter (for survey/questionnaire research)
- Phone Script
- Informed Consent/HIPAA Combined Form
- Debriefing and/or Permission to Use Data Form
- Sponsor's sample consent form for Dept. of Health and Human Services (DHHS)-approved protocol
- Stamped Consent Doc(s) Not Needed

Attachments

Attach Type	File Name
Sponsors_ Sample_ Consent_ Form	giroux.pdf

Request for Waiver of Informed Consent Process

If you are requesting IRB approval for waiver of the requirement for the informed consent process, or alteration of some or all of the elements of informed consent (i.e. medical record review, deception research, or collection of biological

specimens), complete Section 1 and Section 2 below.

Note: The IRB does not approve waiver or alteration of the consent process for greater than minimal risk research, except for planned emergency/acute care research as provided under FDA regulations. Contact ORI for regulations that apply to single emergency use waiver or acute care research waiver (859-257-9428).

SECTION 1.

Check the appropriate item:

I am requesting waiver of the requirement for the informed consent process.

I am requesting alteration of the informed consent process.

If you checked the box for this item, describe which elements of consent will be altered, and/or omitted, and justify the alteration.

SECTION 2.

The IRB may consider your request provided that **all** of the following conditions apply to your research and are appropriately justified. Explain in the space provided for each condition how it applies to your research.

a) The research involves no more than minimal risk to the subject.

b) The rights and welfare of subjects will not be adversely affected.

c) The research could not practicably be carried out without the requested waiver or alteration.

d) Whenever possible, the subjects or legally authorized representatives will be provided with additional pertinent information after they have participated in the study.

e) If the research involves using or accessing identifiable private information or identifiable biospecimens, the research could not practicably be carried out without using such information or biospecimens in an identifiable format.

- Private information/specimens are “identifiable” if the investigator may ascertain the identity of the subject or if identifiers are associated with the information (e.g., medical records). This could be any of the [18 HIPAA identifiers](#) including [dates of service](#).
- If not using identifiable private information or identifiable biospecimens, insert N/A below.

If you are requesting IRB approval for waiver of the requirement for documentation of informed consent (i.e. telephone survey or mailed survey, internet research, or certain international research), **your research activities must fit into one of three regulatory options:**

1. The only record linking the participant and the research would be the consent document, and the principal risk would be potential harm resulting from a breach of confidentiality (i.e., a study that involves participants who use illegal drugs).
2. The research presents no more than minimal risk to the participant and involves no procedures for which written consent is normally required outside of the research context (i.e. a cover letter on a survey, or a phone script).
3. The participant (or legally authorized representative) is a member of a distinct cultural group or community in which signing forms is not the norm, and the research presents no more than minimal risk to the subject and there is an appropriate alternative mechanism for documenting that informed consent was obtained.

Select the option below that best fits your study, and explain in the space provided how your study meets the criteria for the selected regulatory option.

Note: The IRB cannot waive the requirement for documentation or alter the consent form for FDA-regulated research unless it meets Option #2 below. FDA does not accept Option #1.

Note: Even if a waiver of the requirement for documentation is approved by the IRB, participants must still be provided oral or written (e.g., cover letter) information including all required and appropriate elements of consent so they have the knowledge and opportunity to consider whether or not to participate. To help ensure required elements are included in your consent document, please use the **Cover Letter Template** as a guide: *English-* [WORD], *Spanish-* [WORD] The cover letter template was developed specifically for survey/questionnaire research; however, it may be useful as a guide for developing a consent document for other types of research as well.

Option 1

- a) The only record linking the participant and the research would be the consent document:

- b) The principal risk would be potential harm resulting from a breach of confidentiality (i.e., a study that involves subjects who use illegal drugs).

Under this option, each participant (or legally authorized representative) must be asked whether (s)he wants to sign a consent document; if the participant agrees to sign a consent document, only an IRB approved version should be used.

Option 2

- a) The research presents no more than minimal risk to the participant:

- b) Involves no procedures for which written consent is normally required outside of the research context (i.e. a cover letter on a survey, or a phone script):

Option 3


- a) The subject (or legally authorized representative) is a member of a distinct cultural group or community in which signing forms is not the norm.

- b) The research presents no more than minimal risk to the subject.

- c) There is an appropriate alternative mechanism for documenting that informed consent was obtained.

STUDY PERSONNEL

Do you have study personnel who will be assisting with the research?

After selecting 'Yes' or 'No' you must save by hitting the 'Save Study Personnel Information' button. 

Yes No

Manage Study Personnel

Identify other study personnel assisting in research project:

- The individual listed as PI in the 'PI Contact Information' section should NOT be added to this section.
- If the research is being completed to meet the requirements of a University of Kentucky academic program, the faculty advisor is also considered study personnel and should be listed as such below.
- Role: DP = Editor (individual can view, navigate, and edit the application for any review phase (IR, CR, MR) or 'Other Review', and submit Other Reviews on behalf of the PI.)
- Role: SP = Reader (individual can view and navigate through the currently approved application only.)

To add an individual via the below feature, search for applicable personnel first, then click "select" by the listing for the person you want to add as study personnel to your protocol. For each individual selected, be sure to specify responsibility in the project, whether authorized by the principal investigator to obtain informed consent, AND denote who should regularly receive E-IRB notifications.

NOTE: Study personnel are required to receive human research protection (HSP) training before implementing any research procedures (e.g., CITI). For information about mandatory training requirements for study personnel, visit UK's [FAQ's on Mandatory Training web page](#), or contact ORI at 859-257-9428. If you have documentation of current HSP training other than that acquired through UK CITI, you may submit it to ORI (Jen.Hill@uky.edu) for credit.

Study personnel assisting in research project: 

Last Name	First Name	Responsibility In Project	Role	A C	Contact	Degree	StatusFlag	(HSP)	(HSP)Date	Removed?	Last Updated	SFI
Brown	Joe	Co- Investigator	DP	Y	Y		P	N	11/18/2004	N	08/05/2019	N
Kuhl	Judi	Co- Investigator	DP	Y	Y		P	Y	03/24/2017	N	08/05/2019	N

RESEARCH DESCRIPTION

****!!!PLEASE READ!!!** Known Issue: The below text boxes do not allow symbols, web addresses, or special characters (characters on a standard keyboard should be ok). If something is entered that the text boxes don't allow, user will lose unsaved information.**

Workaround(s):

- Save your work often to avoid losing data.
- Use one of the attachment buttons in this section, or under the Additional Information section to include the information with your application. During the document upload process, you will be able to provide a brief description of the attachment.

Background: Provide an introduction and background information. Describe past experimental and/or clinical findings leading to the formulation of your study. For research involving investigational drugs, describe the previously conducted animal and human studies. You may reference grant application/sponsor's relevant protocol pages and attach as an appendix in the E-IRB "Additional Information" section, however, a summary paragraph must be provided in the text box below. For research that involves FDA approved drugs or devices, describe the FDA approved uses of this drug/device in relation to your protocol. Attach a copy of the approved labeling as a product package insert or from the Physician's Desk Reference in the applicable E-IRB "Study Drug" or "Study Device" section.

n/a

Objectives: List your research objectives. You may reference grant application/sponsor's relevant protocol pages and attach as an appendix in the E-IRB "Additional Information" section, however, a summary paragraph must be provided in the text box below.

n/a

Study Design: Describe the study design (e.g., single/double blind, parallel, crossover, etc.). Indicate whether or not the subjects will receive placebo medication at some point in the research procedures. Also, indicate whether or not the subjects will be randomized in this study. You may reference sponsor's protocol pages and attach as an appendix in the E-IRB "Additional Information" section, however, a summary paragraph must be provided in the text box below. (Including the study design table from a sponsor's protocol is helpful to IRB members.)

Community-Based Participatory Research: If you are conducting [community-based participatory research \(CBPR\)](#), describe strategies for involvement of community members in the design and implementation of the study, and dissemination of results from the study.

Research Repositories: If the purpose of this submission is to establish a Research Repository (bank, registry) indicate whether the material you plan to collect would or would not be available from a commercial supplier, clinical lab, or established IRB approved research repository. Provide scientific justification for establishment of an additional repository collecting duplicate material. Describe the repository design and operating procedures. For relevant information to include, see the UK Research Biospecimen Bank Guidance [\[PDF\]](#) or the UK Research Registry Guidance [\[PDF\]](#)

n/a

Attachments

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Study Population: Describe the characteristics of the subject population, such as anticipated number, age range, gender, ethnic background and health status. Identify the criteria for inclusion and exclusion. Explain the rationale for the use of special classes such as fetuses, pregnant women, children, institutionalized, adults with impaired consent capacity, prisoners, economically or educationally disadvantaged persons or others who are likely to be vulnerable.

If women or minorities are included, please address how the inclusion of women and members of minority groups and their subpopulations will help you meet your scientific objectives. Exclusion of women or minorities requires clear and compelling rationale that shows inclusion is inappropriate with respect to the health of the subjects or that inclusion is inappropriate for the purpose of the study. Cost is not an acceptable reason for exclusion except when the study would duplicate data from other sources. Women of childbearing potential should not be excluded routinely from participation in clinical research.

Provide the following information:

- A description of the subject selection criteria and rationale for selection in terms of the scientific objectives and proposed study design;
- A compelling rationale for proposed exclusion of any sex/gender or racial/ethnic group;
- The proposed dates of enrollment (beginning and end);

- The proposed sample composition of subjects.

You may reference grant application/sponsor's relevant protocol pages and attach as an appendix using the below attachment button, however, a summary paragraph must be provided in the text box below.

n/a

Attachments

Subject Recruitment Methods & Privacy: Using active voice, describe plans for the identification and recruitment of subjects, including how the population will be identified, and how initial contact will be made with potential subjects by those having legitimate access to the subjects' identity and the subjects' information.

Describe the setting in which an individual will be interacting with an investigator or how and where members of the research team will meet potential participants. If applicable, describe proposed outreach programs for recruiting women, minorities, or disparate populations as participants in clinical research. Describe steps taken to minimize undue influence in recruiting potential participants.

Please note: Based upon both legal and ethical concerns, the UK IRB does not approve finder's fees or "cold call" procedures made by research staff unknown to the potential participant.

For additional details, see topic "Recruitment of Subjects/Advertising" on ORI's [IRB Survival Handbook web page](#) and the PI Guide to Identification and Recruitment of Human Subjects for Research [\[PDF\]](#).

n/a

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Advertising: Specify if any advertising will be performed. If yes, please see "[IRB Application Instructions - Advertisements](#)" for instructions on attaching copies of the information to be used in flyers or advertisements. Advertisements must be reviewed and approved by the IRB prior to use. For additional details, see topic "Recruitment of Subjects/Advertising" on ORI's [IRB Survival Handbook](#) web page for the *PI Guide to Identification and Recruitment of Human Subjects for Research* [D7.0000] document [\[PDF\]](#). If you will be recruiting subjects via advertising at non-UK owned or operated sites, you should include a copy of written permission from that site to place the advertisement in their facilities.

Note: Print and media advertisements that will be presented to the public also require review by [UK Public Relations \(PR\)](#) to ensure compliance with UK graphic standards, and equal opportunity language. [i](#)

n/a

Attachments

Informed Consent Process: Using active voice, describe the consent/assent procedures to be followed, the circumstances under which consent will be sought and obtained, the timing of obtaining informed consent, whether there is any waiting period between informing the prospective subject and obtaining consent, who will seek consent, steps taken to minimize the possibility of coercion or undue influence, the method used for documenting consent, and if applicable who is authorized to provide permission or consent on behalf of the subject. Note: all individuals authorized to obtain informed consent should be designated as such in the E-IRB "Study Personnel" section of this application.

Describe provisions for obtaining consent/assent among any relevant special populations such as children (see Children in Research Policy [PDF] for guidance), prisoners (see Summary of Prisoner Regulations [PDF] for guidance), and persons with impaired decisional capacity (see Impaired Consent Capacity Policy [PDF] for guidance). Describe, if applicable, use of specific instruments or techniques to assess and confirm potential subjects' understanding of the nature of the elements of informed consent and/or a description of other written materials that will be provided to participants or legally authorized representatives. If you have a script, please prepare it using the informed consent template as a guide, and submit it on a separate page.

Informed Consent for Research Involving Emancipated Individuals

If you plan to enroll some or all prospective subjects as emancipated, consult with UK legal counsel **when preparing the IRB application and prior to submitting the application to the IRB**. Include legal counsel's recommendations (legal counsel's recommendations may be attached in the E-IRB "Additional Information" section as a separate document, if necessary). For a complete definition of emancipated minors, see the section on *Emancipated Individuals* in the Informed Consent SOP [PDF].

Informed Consent for Research Involving Non-English Speaking Subjects

If you are recruiting non-English speaking subjects, the method by which consent is obtained should be in language in which the subject is proficient. Describe the process for obtaining informed consent from prospective subjects in their respective language (or the legally authorized representative's respective language). In order to ensure that individuals are appropriately informed about the study when English is their second-language, describe a plan for evaluating the level of English comprehension, and the threshold for providing a translation, or explain why an evaluation would not be necessary. For additional information on inclusion of non-English speaking subjects, or subjects from a foreign culture, see [IRB Application Instructions for Recruiting Non-English Speaking Participants or Participants from a Foreign Culture](#).

Research Repositories

If the purpose of this submission is to establish a research repository describe the informed consent process. For guidance regarding consent issues, process approaches, and sample language see the Sample Repository/Registry/Bank Consent Template [PDF]

n/a

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Research Procedures: Describe the research procedures that will be followed. Identify all procedures that will be carried out with each group of subjects. Differentiate between procedures that involve standard/routine clinical care and those that will be performed specifically for this research project.

The procedures which will occur in this protocol at University of Kentucky are: identifying subjects, consenting subjects, interviewing subjects, collecting material from subjects, etc. We will identify subjects by implementing... We will consent subjects using the approved consent of the reviewing IRB (name of reviewing IRB institution)... etc. (Please include 3-4 sentences of what research procedures will occur locally at UK.

Attachments

Data Collection: List the data or attach a list of the data to be collected about or from each subject (e.g. interview script, survey tool, data collection form for existing data).

If the research includes survey or interview procedures, the questionnaire, interview questions or assessment scales should be included in the application (use attachment button below).

The data collection instrument(s) can be submitted with your application in draft form with the understanding that the final copy will be submitted to the IRB for approval prior to use (submit final version to the IRB for review as a modification request if initial IRB approval was issued while the data collection instrument was in draft form).

Note: The IRB approval process does not include a statistical review. Investigators are strongly encouraged to develop data management and analysis plans in consult with a statistician.

n/a

Attachments

Resources: Describe what resources/facilities are available to perform the research (i.e., staff, space, equipment). Such resources may include a) staffing and personnel, in terms of availability, number, expertise, and experience; b) psychological, social, or medical services, including counseling or social support services that may be required because of research participation; c) psychological, social, or medical monitoring, ancillary care, equipment needed to protect subjects; d) resources for subject communication, such as

language translation services, and e) computer or other technological resources, mobile or otherwise, required or created during the conduct of the research. Please note: Some mobile apps may be considered mobile medical devices under FDA regulations (see [FDA Guidance](#)). Proximity or availability of other resources should also be taken into consideration, for example, the proximity of an emergency facility for care of subject injury, or availability of psychological support after participation.

Research activities conducted at performance sites that are not owned or operated by the University of Kentucky, at sites that are geographically separate from UK, or at sites that do not fall under the UK IRB's authority, are subject to special procedures for coordination of research review. Additional information is required (see [IRB Application Instructions - Off-Site Research](#) web page); supportive documentation can be attached in the E-IRB "Additional Information" section. Provide a written description of the role of the non-UK site(s) or non-UK personnel who will be participating in your research. The other site may need to complete its own IRB review, or a cooperative review arrangement may need to be established. Contact the Office of Research Integrity at (859) 257-9428 if you have questions about the participation of non-UK sites/personnel.

If the University of Kentucky is the lead site in a multi-site study, or the UK investigator is the lead investigator, describe the plan for managing the reporting of unanticipated problems, noncompliance and submission of protocol modifications and interim results from the non-UK sites.

n/a

Potential Risks: Describe any potential risks or likely adverse effects of the drugs, biologics, devices or procedures subjects may encounter while in the study. Please describe any physical, psychological, social, legal or other risks and assess their likelihood and seriousness.

n/a

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Safety Precautions: Describe the procedures for protecting against or minimizing any potential risks, *including risks of breach of confidentiality or invasion of privacy*. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse events, or unanticipated problems involving subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of subjects. If vulnerable populations other than adults with impaired consent capacity are to be recruited, describe additional safeguards for protecting the subjects' rights and welfare.

n/a

Benefit vs. Risk: Describe potential benefits to the subject(s); include potential benefits to society and/or general knowledge to be gained. Describe why the risks to subjects are reasonable in relation to the anticipated benefit(s) to subjects and in relation to the importance of the knowledge that may reasonably be expected to result. If you are using vulnerable subjects (e.g., impaired consent capacity, pregnant women, etc...), justify their inclusion by describing the potential benefits of the research in comparison to the subjects' vulnerability and the risks to them. For information about inclusion of certain vulnerable populations, see the IRB/ORI Standard Operating Procedure for Protection of Vulnerable Subjects [C3.0100] [\[PDF\]](#).

n/a

Available Alternative Treatment(s): Describe alternative treatments and procedures that might be advantageous to the subjects, should they choose not to participate in the study. This should include a discussion of the current standard of care treatment(s).

n/a

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Research Materials, Records and Privacy: Identify the sources of research material obtained from individually identifiable living human subjects. Indicate what information (specimens, records, data, genetic information, etc.) will be recorded and whether use will be made of existing specimens, records or data. Explain why this information is needed to conduct the study.

Return of Research Results or Incidental Findings (if applicable):

If research has the potential to identify individual results or discover incidental findings that could affect the health of a subject, describe plans to assess, manage, and if applicable disclose findings with individual subjects or provide justification for not disclosing. For IRB expectations, refer to the UK IRB "Frequently Asked Questions (FAQs) on the Return of Research Results or Incidental Research Findings" [\[PDF\]](#).

n/a

Confidentiality: Specify where the data/specimens will be stored and how the researcher will protect both the data and/or specimens with respect to privacy and confidentiality. Address physical security measures (e.g., locked facility, limited access); data security (e.g., password-protection, data encryption); safeguards to protect identifiable research information (e.g., coding, links, certificate of confidentiality); and procedures employed when sharing material or data, (e.g., honest broker (if applicable), written agreement with recipient not to re-identify). If you plan to procure, store, and/or share material (tissue/specimens/data) expressly for use in current or

future research, describe measures that you will take to secure and safeguard confidentiality and privacy.

Describe whether data/specimens will be maintained indefinitely or destroyed. If maintained, specify whether identifiers will be removed from the maintained information/material. If identifiers will not be removed, provide justification for retaining them. If the data/specimens will be destroyed, describe how and when the data/specimens will be destroyed [Note: The investigator is responsible for retaining the signed consent and assent documents and IRB research records for at least six years after study closure as outlined in the Study Closure SOP [\[PDF\]](#). If the research falls under the authority of FDA or other regulatory agency, the investigator is responsible for retaining the signed documents and IRB records for the period specified if longer than six years after completion of the study]. For multi-site studies, the PI consults the study sponsor regarding retention requirements, but must maintain records for a minimum of six years after study closure. Also, specify who will access the identified data/specimens, and why they need access. If applicable, describe what measures will be taken to ensure that subject identifiers are not given to the investigator. If applicable, describe procedures for sharing data/specimens with entities not affiliated with UK.

NIH-funded genomic research: The National Institutes of Health (NIH) [Genomic Data Sharing \(GDS\) Policy](#) sets forth expectations that ensure the broad and responsible sharing of genomic research data consistent with the informed consent of study participants from which the data was obtained. If you are submitting genomic data to an NIH data repository, describe your NIH data sharing plan.

Please note: The IRB expects researchers to access the minimal amount of identifiers to conduct the study and comply with applicable HIPAA and Family Educational Rights and Privacy Act (FERPA) requirements. If data are going to be collected, transmitted, and/or stored electronically, for appropriate procedures please refer to the guidance document "Confidentiality and Data Security Guidelines for Electronic Data" [\[PDF\]](#).

Also please note that storage of data on cloud services may not be appropriate and is subject to applicable university policies regarding the use of cloud services. If deemed too sensitive or inappropriate to be stored or collected using cloud services, the IRB may require an alternate method of data storage in accordance with applicable university policies and the electronic data security guidance document referenced above.

If a research protocol involves the creation and/or use of a computer program or application, mobile or otherwise, please specify whether the program/application is being developed by a commercial software developer or the research team and provide any relevant information regarding the security and encryption standards used, how data is stored and/or transmitted to the research team, what information about the subjects the program/application will collect, etc. For relevant information to include, see Considerations for Protocol Design Concerning Digital Data [\[PDF\]](#). The IRB may require software programs created or used for research purposes be examined by a consultant with appropriate Internet technology expertise to ensure subject privacy and data are appropriately protected.

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n/a

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Payment: Describe the incentives (e.g., inducements) being offered to subjects for their time during participation in the research study. If monetary compensation is offered, indicate how much the subjects will be paid and describe the terms and schedule of payment. (It is IRB policy that provision should be made for providing partial payment to subjects who withdraw before the completion of the research. Monetary payments should be prorated or paid in full.)

n/a

Costs to Subjects: Describe any costs for care associated with research (including a breakdown of standard of care procedures versus research procedures), costs of test drugs or devices, and research procedure costs that are the subject's responsibility as a consequence of participating in the research. Describe any offer for reimbursement of costs by the sponsor for research related injury care.

n/a

Data and Safety Monitoring: The IRB requires review and approval of data and safety monitoring plans for greater than minimal risk research, clinical research, or NIH-funded/FDA-regulated clinical investigations.

If you are conducting greater than minimal risk research, clinical research, or your clinical investigation is NIH-funded/FDA-regulated, describe your Data and Safety Monitoring Plan (DSMP). [Click here for additional guidance on developing a Data and Safety Monitoring Plan.](#)

If this is a *non-sponsored investigator-initiated* protocol considered greater than minimal risk research, clinical research, or your clinical investigation is FDA-regulated, *and* if you are planning on using a Data and Safety Monitoring Board (DSMB) as part of your DSMP, [click here for additional guidance](#) for information to include with your IRB application.

If relying on an independent agent or committee for DSMB services, it is the PI's responsibility to establish the services with the agent or committee. Please be reminded that the PI must submit DSMB reports to the IRB via modification or continuing review. [i](#)

n/a

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Subject Complaints: Describe procedures (other than information provided in consent document) for handling subject complaints or requests for information about the research. The procedures should offer a safe, confidential, and reliable channel for current, prospective, or past research subjects (or their designated representative) permitting them to discuss problems, concerns and questions, or obtain information.

n/a

Does your research involve **Non-English Speaking Subjects or Subjects from a Foreign Culture?**

 Yes No

Non-English Speaking Subjects or Subjects from a Foreign Culture

Describe how information about the study will be communicated to potential subjects appropriate for their culture, and if necessary, how new information about the research may be relayed to subjects during the study.

Include contact information for someone who can act as a cultural consultant for your study. The person should be familiar with the culture of the subject population and/or be able to verify that translated documents are the equivalent of the English version of documents submitted. The consultant should not have any direct involvement with the study. If you do not know someone who would be willing to act as your cultural consultant, the Office of Research Integrity will try to find someone to fill this role (this may delay the approval process for your protocol). Please include the name, address, telephone number, and email of the person who will act as the cultural consultant for your study. For more details, see the IRB Application Instructions on [Research Involving Non-English Speaking Subjects or Subjects from a Foreign Culture](#).

For recruitment of Non-English speaking subjects, the consent document needs to be in the subject's native language. Download the informed consent template available in the E-IRB "Informed Consent/Assent Process" section and use it as a guide for developing the consent document. (Note: Your translated consent document can be attached to your application in the "Informed Consent" section; **be sure to save your responses in this section first.**)

If research is to be conducted at an international location, identify local regulations, laws, or ethics review requirements for human subject protection. If the project has been or will be reviewed by a local Ethics Committee, attach a copy of the review to the UK IRB using the attachment button below. You may also consult the current edition of the [International Compilation of Human Research Standards](#)

Does your study involve **HIV/AIDS research and/or screening for other reportable diseases (e.g., Hepatitis C, etc...)?**

Yes No

HIV/AIDS Research

If you have questions about what constitutes a reportable disease and/or condition in the state of Kentucky, see ORI's summary sheet: "Reporting Requirements for Diseases and Conditions in Kentucky" [[PDF](#)].

HIV/AIDS Research: There are additional IRB requirements for designing and implementing the research and for obtaining informed consent. Describe additional safeguards to minimize risk to subjects in the space provided below.

For additional information, visit the online [IRB Survival Handbook](#) to download a copy of the "Medical IRB's requirements for Protection of Human Subjects in Research Involving HIV Testing" [D65.0000] [[PDF](#)], and visit the [Office for Human Research Protections web site](#) for statements on AIDS research, or contact the Office of Research Integrity at 859-257-9428.

PI-Sponsored FDA-Regulated Research

Is this an investigator-initiated study that:

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- 1) involves testing a Nonsignificant Risk (NSR) Device, or
- 2) is being conducted under an investigator-held Investigational New Drug (IND) or Investigational Device Exemption (IDE)?

Yes No

PI-Sponsored FDA-Regulated Research

If the answer above is yes, then the PI assumes the regulatory responsibilities of both the investigator and sponsor. The Office of Research Integrity provides a summary list of sponsor IND regulatory requirements for drug trials [[PDF](#)], IDE regulatory requirements for SR device trials [[PDF](#)], and abbreviated regulatory requirements for NSR device trials [[PDF](#)]. For detailed descriptions see [FDA Responsibilities for Device Study Sponsors](#) or [FDA Responsibilities for IND Drug Study Sponsor- Investigators](#).

- Describe your (the PI's) experience/knowledge/training (if any) in serving as a sponsor (e.g., previously held an IND/IDE); and
- Indicate if you have transferred any sponsor obligations to a commercial sponsor, contract research organization (CRO), contract monitor, or other entity (provide details or attach FDA 1571).

IRB policy requires mandatory training for all investigators who are also FDA-regulated sponsors (see [Sponsor-Investigator FAQs](#)). A sponsor-investigator must complete the applicable Office of Research Integrity web based training, (drug or device) before final IRB approval is granted.

Has the PI completed the mandatory PI-sponsor training prior to this submission?

Yes No

If you (the PI) have completed equivalent sponsor-investigator training, you may submit documentation of the content for the IRB's consideration.

[Attachments](#)

HIPAA

Is HIPAA applicable? Yes No

(Visit ORI's [Health Insurance Portability and Accountability Act \(HIPAA\) web page](#) to determine if your research falls under the HIPAA Privacy Regulation.)

If yes, check below all that apply and attach the applicable document(s): [i](#)

HIPAA De-identification Certification Form

HIPAA Waiver of Authorization

STUDY DRUG INFORMATION

The term drug may include:

- FDA approved drugs,
- unapproved use of approved drugs,
- investigational drugs or biologics,
- other compounds or products intended to affect structure or function of the body, and/or
- [complementary and alternative medicine products](#) such as dietary supplements, substances generally recognized as safe (GRAS) when used to diagnose, cure mitigate, treat or prevent disease, or clinical studies of [e-cigarettes](#) examining a potential therapeutic purpose.

Does this protocol involve a drug including an FDA approved drug; unapproved use of an FDA approved drug; and/or an investigational drug?
 Yes No

If yes, complete the questions below. Additional [study drug guidance](#).

LIST EACH DRUG INVOLVED IN STUDY IN THE SPACE BELOW

Drug Name:

Note: Inpatient studies are required by Hospital Policy to utilize the Investigational Drug Service (IDS). Use of IDS is highly recommended, but optional for outpatient studies. Outpatient studies not using IDS services are subject to periodic inspection by the IDS for compliance with drug accountability good clinical practices.

Indicate where study drug(s) will be housed and managed:
 Investigational Drug Service (IDS) UK Hospital

Other Location:

Is the study being conducted under a valid Investigational New Drug (IND) application?
 Yes No

If Yes, list IND #(s) and complete the following:

IND Submitted/Held by:

 Sponsor:

 Held By:

 Investigator:

 Held By:

 Other:

 Held By:
 Checkmark this if the study is being conducted under FDA's Expanded Access Program (e.g., Treatment IND).

- [FDA's Expanded Access Program Information \(e.g., treatment IND\)](#)
- [Guidance and definitions: "Expanded Access SOP" \(PDF\)](#).

Please also complete and attach the [Study Drug Form \(PDF\)](#) (required):

(Not Needed for Abbreviated Application for Reliance!)



Attachments

STUDY DEVICE INFORMATION

A DEVICE may be a:

- component, part, accessory;
- assay, reagent, or in-vitro diagnostic device;
- software, digital health, or mobile medical app;
- other instrument if intended to affect the structure or function of the body, diagnose, cure, mitigate, treat or prevent disease; or
- a homemade device developed by an investigator or other non-commercial entity and not approved for marketing by FDA.

For additional information, helpful resources, and definitions, see ORI's [Use of Any Device Being Tested in Research web page](#).

Does this protocol involve testing (collecting safety or efficacy data) of a medical device including an FDA approved device, unapproved use of an approved device, humanitarian use device, and/or an investigational device?

Yes No

[Note: If a marketed device(s) is only being used to elicit or measure a physiologic response or clinical outcome, AND, NO data will be collected on or about the device itself, you may answer "no" above, save and exit this section, (Examples: a chemo drug study uses an MRI to measure tumor growth but does NOT assess how effective the MRI is at making the measurement; an exercise study uses a heart monitor to measure athletic performance but no safety or efficacy information will be collected about the device itself, nor will the data collected be used for comparative purposes against any other similar device).]

If you answered yes above, please complete the following questions.

LIST EACH DEVICE BEING TESTED IN STUDY IN THE SPACE BELOW

Device Name:

Is the study being conducted under a valid Investigational Device Exemption (IDE) or Humanitarian Device Exemption (HDE) application? See UK [HUD SOP](#) (PDF) for guidance.

Yes No

If Yes, list IDE or HDE #(s) and complete the following:

IDE/HDE Submitted/Held by:

Sponsor:

Held By:

Investigator:

Held By:

Other:

Held By:

Check if this is a Treatment or Compassionate Use IDE under the Food and Drug Administration (FDA) Early Expanded Access program.

- [FDA's Early Expanded Access Program Information](#)
- Guidance and definitions: "[Medical Device Clinical Investigations, Compassionate Use, and Treatment IDE SOP](#)" (PDF)

Does the intended use of any device used in this study meet the regulatory [definition](#) of Significant Risk (SR) device?

Yes. Device(s) as used in this study presents a potential for serious risk to the health, safety, or welfare of a subject and (1) is intended as an implant; or (2) is used in supporting or sustaining human life; or (3) is of substantial importance in diagnosing, curing, mitigating or treating disease, or otherwise prevents impairment of human health; or (4) otherwise presents a potential

for serious risk to the health, safety, or welfare of a subject.

No. All devices, as used in this study do not present a potential for serious risk to the health, safety, or welfare of subjects/participants.

Please also complete and attach the [Study Device Form \(PDF\)](#) (required):



(Not Needed for Abbreviated Application for Reliance!)

Attachments

RESEARCH SITES

In order for this section to be considered complete, you must click "SAVE" after ensuring all responses are accurate.

A) Check all the applicable sites listed below at which the research will be conducted. If none apply, you do not need to check any boxes.

UK Sites

- UK Classroom(s)/Lab(s)
- UK Clinics in Lexington
- UK Clinics outside of Lexington
- UK Healthcare Good Samaritan Hospital
- UK Hospital

Schools/Education Institutions

- Fayette Co. School Systems *
- Other State/Regional School Systems
- Institutions of Higher Education (other than UK)

***Fayette Co. School systems, as well as other non-UK sites, have additional requirements that must be addressed. See ORI's [IRB Application Instructions - Off-site Research](#) web page for details.**

Other Medical Facilities

- Bluegrass Regional Mental Health Retardation Board
- Cardinal Hill Hospital
- Eastern State Hospital
- Norton Healthcare
- Nursing Homes
- Shriner's Children's Hospital
- Veterans Affairs Medical Center
- Other Hospitals and Med. Centers

- Correctional Facilities
- Home Health Agencies
- International Sites

List all other non-UK owned/operated locations where the research will be conducted:*

Project conducted at University of XXXXX and that institution will be the reviewing IRB for UK's site.

Attachments

*A letter of support and local context is required from non-UK sites. See *Letters of Support and Local Context* on the [IRB Application Instructions - Off-Site Research](#) web page for more information.

B) Is this a multi-site study for which you are the lead investigator or UK is the lead site? Yes No

If **YES**, you must describe the plan for the management of reporting unanticipated problems, noncompliance, and submission of protocol modifications and interim results from the non-UK sites in the E-IRB "Research Description" section under *Resources*.

If the non-UK sites or non-UK personnel are *engaged* in the research, there are additional federal and university requirements which need to be completed for their participation, such as the establishment of a cooperative IRB review agreement with the non-UK site. Questions about the participation of non-UK sites/personnel should be discussed with the ORI staff at (859) 257-9428.

RESEARCH ATTRIBUTES

Indicate the items below that apply to your research. Depending on the items applicable to your research, you may be required to complete additional forms or meet additional requirements. Contact the ORI (859-257-9428) if you have questions about additional requirements.

Not applicable

Check All That Apply

- Academic Degree/Required Research
- Aging Research
- Alcohol Abuse Research
- Cancer Research
- Certificate of Confidentiality
- CCTS-Center for Clinical & Translational Science
- Clinical Research
- Clinical Trial
- Clinical Trial Multicenter(excluding NIH Cooperative Groups)
- Clinical Trial NIH cooperative groups (i.e., SWOG, RTOG)
- Clinical Trial Placebo Controlled Trial
- Clinical Trial UK Only
- Collection of Biological Specimens
- Collection of Biological Specimens for Banking
- Community-Based Participatory Research
- Data & Safety Monitoring Board
- Data & Safety Monitoring Plan
- Deception
- Drug/Substance Abuse Research
- Educational/Student Records (e.g., GPA, test scores)
- Emergency Use (Single Patient)
- Genetic Research
- Gene Transfer
- GWAS (Genome-Wide Association Study) or NIH-funded study generating large scale genomic data
- International Research
- Internet Research
- Planned Emergency Research Involving Waiver of Informed Consent
- Pluripotent Stem Cell Research
- Recombinant DNA
- Survey Research
- Transplants
- Use of radioactive material, ionizing radiation, or x-rays [Radiation Safety Committee review required]
- Vaccine Trials

Click applicable listing(s) for additional requirements and/or information:

- [Cancer Research \(MCC PRMC\)](#)
- [Certificate of Confidentiality](#) (look up "Confidentiality/Privacy...")
- [CCTS \(Center for Clinical and Translational Science\)](#)
- [Clinical Research](#) (look up "What is the definition of....")
- [Clinical Trial](#) (look up "What is the definition of....")

Determine if research meets [NIH definition of clinical trial](#);

*Reminder: Ensure compliance with [clinicaltrials.gov](#) registration requirements for applicable clinical trials and [Good Clinical Practice \(GCP\) training](#) requirements.

- [Collection of Biological Specimens for Banking](#) (look up "Specimen/Tissue Collection...")
- [Collection of Biological Specimens](#) (look up "Specimen/Tissue Collection...")
- [Community-Based Participatory Research](#) (look up "Community-Engaged...")
- [Data & Safety Monitoring Board](#) (DSMB)

*For Medical IRB: [Service Request Form](#) for CCTS DSMB

- [Data & Safety Monitoring Plan](#)
- [Deception*](#)

*For deception research, also go to the E-IRB Application Informed Consent section, checkmark and complete "Request for Waiver of Informed Consent Process"

- [Emergency Use \(Single Patient\) \[attach Emergency Use Checklist\]](#) (PDF)
- [Genetic Research](#) (look up "Specimen/Tissue Collection...")
- [Gene Transfer](#)
- [HIV/AIDS Research](#) (look up "Reportable Diseases/Conditions")
- [Screening for Reportable Diseases \[E2.0000\]](#) (PDF)
- [International Research](#) (look up "International & Non-English Speaking")
- [NIH Genomic Data Sharing \(GDS\) Policy](#) (PDF)
- [Planned Emergency Research Involving Waiver of Informed Consent*](#)

*For Planned Emergency Research Involving Waiver of Informed Consent, also go to the E-IRB Application Informed Consent section, checkmark and complete "Request for Waiver of Informed Consent Process"

- [Use of radioactive material, ionizing radiation or](#)

FUNDING/SUPPORT

If the research is being submitted to, supported by, or conducted in cooperation with an external or internal agency or funding program, indicate below all the categories that apply. [i](#)

Not applicable

Check All That Apply

- Grant application pending
- (HHS) Dept. of Health & Human Services
- (NIH) National Institutes of Health
- (CDC) Centers for Disease Control & Prevention
- (HRSA) Health Resources and Services Administration
- (SAMHSA) Substance Abuse and Mental Health Services Administration
- (DoJ) Department of Justice or Bureau of Prisons
- (DoE) Department of Energy
- (EPA) Environmental Protection Agency
- Federal Agencies Other Than Those Listed Here
- Industry (Other than Pharmaceutical Companies)
- Internal Grant Program w/ proposal
- Internal Grant Program w/o proposal
- National Science Foundation
- Other Institutions of Higher Education
- Pharmaceutical Company
- Private Foundation/Association
- U.S. Department of Education
- State

Other:

Specify the funding source and/or cooperating organization(s) (e.g., National Cancer Institute, Ford Foundation, Eli Lilly & Company, South Western Oncology Group, Bureau of Prisons, etc.):

Click applicable listing(s) for additional requirements and/or information:

- [\(HHS\) Dept. of Health & Human Services](#)
- [\(NIH\) National Institutes of Health](#)
- [\(CDC\) Centers for Disease Control & Prevention](#)
- [\(HRSA\) Health Resources & Services Administration](#)
- [\(SAMHSA\) Substance Abuse & Mental Health Services Administration](#)
- Industry (Other than Pharmaceutical Companies) [[IRB Fee Info](#)]
- [National Science Foundation](#)
- [\(DoEd\) U.S. Department of Education](#)
- [\(DoJ\) Department of Justice or Bureau of Prisons](#)
- [\(DoE\) Department of Energy Summary and Department of Energy Identifiable Information Compliance Checklist](#)
- [\(EPA\) Environmental Protection Agency](#)

Add Related Grants

If applicable, please search for and select the OSPA Account number or Electronic Internal Approval Form (eIAF) # (notif #) associated with this IRB application using the "Add Related Grants" button.

If required by your funding agency, upload your grant using the "Grant/Contract Attachments" button.

[Add Related Grants](#)

[Grant/Contract Attachments](#)

The research involves use of Department of Defense (DoD) funding, military personnel, DoD facilities, or other DoD resources.

(See DoD SOP [\[PDF\]](#) and DoD Summary [\[PDF\]](#) for details)

Yes No

Using the “attachments” button (below), attach applicable materials addressing the specific processes described in the DoD SOP.

[DOD SOP Attachments](#)

Additional Certification: (If your project is federally funded, your funding agency may request an Assurance/ Certification/Declaration of Exemption form.) Check the following if needed:

Protection of Human Subjects Assurance/Certification/Declaration of Exemption (Formerly Optional Form – 310)

OTHER REVIEW COMMITTEES

If you check any of the below committees, additional materials may be required with your application submission.

Does your research fall under the purview of any of the other review committees listed below? *[If yes, check all that apply and attach applicable materials using the attachment button at the bottom of your screen.]*

Yes No

Additional Information

- Institutional Biosafety Committee
- Radiation Safety Committee
- Radioactive Drug Research Committee
- Markey Cancer Center (MCC) Protocol Review and Monitoring Committee (PRMC)
- Graduate Medical Education Committee (GME)
- Office of Medical Education (OME)

- Institutional Biosafety Committee (IBC)--Attach [required IBC materials](#)
- Radiation Safety Committee (RSC)-- For applicability, see [instructions](#) and/or upload form [\[WORD\]](#) [\[PDF\]](#)
- Radioactive Drug Research Committee (RDRC)--[information](#)
- Markey Cancer Center (MCC) Protocol Review and Monitoring Committee (PRMC)**--Attach MCC PRMC materials, if any, per [instructions](#)
- See requirement of [Office of Medical Education \(OME\)](#)
- See requirement of [Graduate Medical Education Committee \(GME\)](#)

Attachments

**** If you are proposing a study involving cancer research, be sure to have "Cancer Research" marked in the E-IRB "Research Attributes" section.** If your study involves cancer research, ORI will provide a copy of your research protocol to the Markey Cancer Center (MCC) Protocol Review and Monitoring Committee (PRMC). The [MCC PRMC](#) is responsible for determining whether the study meets the National Cancer Institute (NCI) definition of a clinical trial and for issuing documentation to you (the investigator) which confirms either that PRMC approval has been obtained or that PRC review is not required. Your IRB application will be processed and reviewed independently from the PRMC review.

ADDITIONAL INFORMATION/MATERIALS

Do you want specific information inserted into your approval letter? Yes No

Approval Letter Details (e.g., serial #):

Submission Description: If you wish to have specific details included in your approval letter (e.g., serial #, internal tracking identifier, etc...), type in the box below exactly what you wish to see on the approval letter. What you type will automatically appear at the top of all approval letters, identical to how you typed it, until it is changed by you (Hint: don't include instructions or questions to ORI staff as those will appear in your approval letter). **If these details need to be changed as a result of revisions, continuation review, or modifications to the application, you are responsible for updating the content of the field below accordingly.**

Protocol/Product Attachments - For each item checked, please attach the corresponding material.

- Detailed protocol
- Dept. of Health & Human Services (DHHS) approved protocol (such as NIH sponsored Cooperative Group Clinical Trial)
- Drug Documentation (e.g., Investigator Brochure; approved labeling; publication; FDA correspondence, etc.)
- Device Documentation (e.g., Manufacturer information; patient information packet; approved labeling; FDA correspondence, etc.)
- Other Documents

Protocol/Product Attachments

NOTE: [Instructions for Dept. of Health & Human Services \(DHHS\)-approved protocol](#)]

If you have password protected documents, that feature should be disabled prior to uploading to ensure access for IRB review.

Additional Materials:

If you have other materials you would like to include in your application for the IRB's consideration, please attach using the Attachments button below.


[To view what materials are currently attached to your application, go to "Application Links" in the menu bar on the left and click "All Attachments".]

Attachments

Attach Type	File Name
AdditionInfoConsiderations	UK Reliance Request Form Updated - 3.11.19.pdf

SIGNATURES (ASSURANCES)

On all IRB applications there is a requirement for additional assurances by a Department Chairperson (or equivalent) [hereafter referred to as "Department Authorization" (DA)], and when applicable, a Faculty Advisor (FA) (or equivalent), which signifies the acceptance of certain responsibilities and that the science is meritorious and deserving of conduct in humans. Note: the individual assigned as DA *should not* also be listed in the Study Personnel section, the individual assigned as FA *should* be listed in the Study Personnel section.

For a list of responsibilities reflected by signing the Assurance Statement, download the guidance document "[What does the Department Chairperson's Assurance Statement on the IRB application mean?](#)" 

Required Signatures:

First Name	Last Name	Role	Department	Date Signed	
█	█	Department Authorization	Office of Research Integrity	08/05/2019 01:41 PM	View/Sign
Jessica	Williams	Principal Investigator	Office of Research Integrity	08/05/2019 01:36 PM	View/Sign

Department Authorization

This is to certify that I have reviewed this research protocol and that I attest to the scientific validity and importance of this study; to the qualifications of the investigator(s) to conduct the project and their time available for the project; that facilities, equipment, and personnel are adequate to conduct the research; and that continued guidance will be provided as appropriate. When the principal investigator assumes a sponsor function, the investigator is knowledgeable of the additional regulatory requirements of the sponsor and can comply with them.

*If the Principal Investigator is also the Chairperson of the department, the Vice Chairperson or equivalent should complete the "Department Authorization".

Principal Investigator's Assurance Statement

I understand the University of Kentucky's policies concerning research involving human subjects and I agree:

1. To comply with all IRB policies, decisions, conditions, and requirements;
2. To accept responsibility for the scientific and ethical conduct of this research study;
3. To obtain prior approval from the Institutional Review Board before amending or altering the research protocol or implementing changes in the approved consent/assent form;
4. To report to the IRB in accord with IRB/IBC policy, any adverse event(s) and/or unanticipated problem(s) involving risks to subjects;
5. To complete, on request by the IRB for Full and Expedited studies, the Continuation/Final Review Forms;
6. To notify the Office of Sponsored Projects Administration (OSPA) and/or the IRB (when applicable) of the development of any financial interest not already disclosed;
7. Each individual listed as study personnel in this application has received the mandatory human research protections education (e.g., CITI);
8. Each individual listed as study personnel in this application possesses the necessary experience for conducting research activities in the role described for this research study.
9. To recognize and accept additional regulatory responsibilities if serving as both a sponsor and investigator for FDA regulated research.

Furthermore, by checking this box, I also attest that:

- I have appropriate facilities and resources for conducting the study;
- I am aware of and take full responsibility for the accuracy of all materials submitted to the IRB for review;
- If applying for an exemption, I also certify that the only involvement of human subjects in this research study will be in the