

The Christ Hospital IRB
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Number: 1.02
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STANDARD OPERATING PROCEDURE

Assurance of Compliance with Department of Health and Human Services Policy on the Protection of Human Subjects – Federalwide Assurance and IRB Registration

1 PURPOSE

1.1 This procedure establishes:

- 1.1.1 The application of The Belmont Report and the U.S. Federal Policy for The Protection of Human Subjects (45 CFR Part 46 Subpart A or the “Common Rule”) to all non-exempt human subjects research regardless of source of support, and
- 1.1.2 The registration of the IRB for review of research involving human subjects conducted or supported by the Department of Health and Human Services and/or clinical investigations regulated by the Food and Drug Administration (FDA).

2 PREVIOUS VERSION

2.1 02/09

3 POLICY

3.1 It is The Christ Hospital’s policy to apply The Belmont Report and the U.S. Federal Policy for The Protection of Human Subjects (45 CFR Part 46 Subpart A or the “Common Rule”) to all of non-exempt human subjects research supported by any U.S. federal department or agency that has adopted the Policy through a written assurance (Federalwide Assurance or FWA) with the Office for Human Research Protections (OHRP). The Christ Hospital also voluntarily applies these principles and federal policy to all other research regardless of source of funding. The Christ Hospital holds the FederalWide Assurance #FWA00000702, Organization Registration (IORG) #ORG0001054, and IRB Registration #IRB00001448.

4 RESPONSIBILITY

- 4.1 **IRB Office-** Updates and maintains the assurance and IRB registration via the OHRP electronic submission system.
- 4.2 **IRB Chair-** Reviews updates and renewals to the assurance prior to submission by the IRB Office.
- 4.3 **Institutional Official (IO)-** Serves as the Human Protections Administrator (HPA) or Human Subjects Contact Person for the FWA.
- 4.4 **The Christ Hospital President and CEO-** Serves as Signatory Official (SO) for the FWA.

5 PROCEDURE

- 5.1 **IRB Office-**
 - 5.1.1 Submits FWA renewals and updates to OHRP after discussion and review by the

- HPA and/or IRB Chair,
- 5.1.2 Submits IRB Registration updates and renewals to OHRP after discussion and review by the HPA and/or IRB Chair, and
 - 5.1.3 Maintains record of all updates and renewals.
 - 5.2 **IRB Chair**- Reviews updates and renewals to the assurance prior to submission by the IRB Office.
 - 5.2 **Human Protections Administrator**- Serves as the institutional Human Subjects Contact Person on an as needed basis.
 - 5.3 **Signatory Official**- Serves as signatory for updates and renewals of the FWA.

6 DOCUMENTS

- 6.1 None.

7 DEFINITIONS

- 7.1 See SOP 3.23 Definitions for definitions of double underlined terms.

8 REFERENCES

- 8.1 45 CFR 46.103
- 8.2 21 CFR 56.106(a)