

Research Involving Human Subjects and/or Anatomical Substances

This document contains an explanation of the required review and approval process for research involving human subjects and/or human anatomical substances (including human organs, tissues, cells, body fluids from human subjects as well as graphic, written, or recorded information derived from human subjects). Specific guidelines are subject to change as governing regulations, policies, and procedures are updated. Consult "Protocol Submission Guidelines" at <http://mrmc-www.army.mil/crprcqhsdpd.asp> for additional information and updates.

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Research Involving Human Subjects and/or Anatomical Substances

1. Introduction

In 1991, the Department of Defense (DOD), together with 15 other federal agencies, adopted regulations that are known collectively as the Common Federal Rule. These regulations embody the ethical principles of the Belmont Report. Title 32 Code of Federal Regulations Part 219 (32 CFR 219), "Protection of Human Subjects" applies to all research involving human subjects conducted or supported by the DOD. The Department of Health and Human Services (DHHS) National Institutes of Health (NIH) corollary is 45 CFR 46. Research conducted or funded by the U.S. Army Medical Research and Materiel Command (USAMRMC) is also governed by Army Regulation (AR) 70-25, January 1990 and Office of The Surgeon General (OTSG) Regulation 15-2, January 1989. The USAMRMC also adheres to the Food and Drug Administration (FDA) regulation, Title 21 Code of Federal Regulations for research involving investigational drugs or devices. The OTSG maintains the overall responsibility for protecting human research subjects for the Department of the Army.

2. Definitions

2-a. Research

In the Common Federal Rule, research is defined as ". . . a systematic investigation, including research development, testing and evaluation designed to develop or contribute to generalizable knowledge" (32 CFR 219.102). Activities that meet this definition constitute research for purposes of this policy, whether they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

The FDA defines clinical investigation as ". . . any experiment in which a drug is administered or dispensed to, or used involving, one or more human subjects" (21 CFR 312.3). This definition applies to research involving the use of FDA-regulated products.

2-b. Human Subjects

In the Common Federal Rule, a human subject is defined as "a living individual about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual or (2) identifiable private information" (32 CFR 219.102).

The FDA defines a human subject as "an individual who is or becomes a participant in research, either as a recipient of the test article or as a control. A subject may be either a healthy individual or a patient" (21 CFR 312.3).

2-c. Human Anatomical Substances (and Privileged or Protected Health Information)

The Common Federal Rule applies to the use of human organs, tissues, cells, or body fluids from individually identifiable human subjects and graphic, written, or recorded information derived from individually identifiable human subjects.

3. Human Subjects Research Review Board

3-a. Review Levels for DOD-Sponsored Research

In addition to first level of review and approval by the local Institutional Review Board (IRB), a second level of review and approval is required for DOD-sponsored research. If a research proposal is recommended for funding and the research involves human subjects, human anatomical substances, or privileged or protected health information, a research protocol must be submitted to the Human Subjects Research Review Board (HSRRB) for review and approval. The HSRRB is functionally similar to a civilian IRB. The HSRRB is administratively supported by the Office of Regulatory Compliance and Quality, USAMRMC. HSRRB approval must be obtained prior to initiation of DOD-sponsored research.

If a claim of exemption is submitted, the Acting Chair of the HSRRB will review the proposal/protocol and make a determination of exempt status.

If the local IRB has made an assessment that the proposed research is no greater than minimal risk (NGTMR) and the research is eligible for expedited review, the Acting Chair of the HSRRB will review the protocol through an expedited review procedure. If the Acting Chair deems the protocol ineligible for expedited review, it will receive a full HSRRB review at a convened Board meeting.

If the local IRB has made an assessment that the proposed research is greater than minimal risk (GTMR), the protocol will receive a full HSRRB review. The protocol must be submitted through the Office of Regulatory Compliance and Quality to the HSRRB for full review and approval prior to initiation of the research.

3-b. Timelines and Outcomes

Initial feedback from the HSRRB is provided to the Principal Investigator (PI) within 1 month after submission of a complete protocol packet. After the protocol is approved, any revisions to the protocol, consent form, advertisements, questionnaires, or other related study documentation must be submitted through the local IRB to the HSRRB for approval prior to implementation. A change to the Principal Investigator (PI) is considered a revision to the protocol. The Surgeon General (TSG) of the U.S. Army must approve the recommendations of the HSRRB. The HSRRB will make one of the following recommendations to TSG:

Approval. The protocol should be approved without further revisions.

Conditional Approval. Approval of the protocol is contingent upon revisions being made and/or additional information being provided. The PI should address the Board's recommendations and submit a revised protocol and related documents to the Acting Chair, who can approve the revised protocol when all of the Board's recommended revisions and requests for additional information have been adequately addressed.

Disapproval. A protocol is not approved when there are substantive concerns about the conduct of the protocol and/or safety of the subjects. The PI should address the Board's recommended revisions and requests for additional information and submit a revised protocol and related documents to the Acting Chair for review at another convened meeting of the HSRRB.

Deferral. A protocol may be deferred or tabled for action at another meeting when there is a lack of sufficient information to make a more definitive recommendation.

3-c. Multi-site Protocol Review

For multi-site protocols involving the use of human subjects, the protocol and consent form for the primary site are first reviewed and approved by expedited or full Board review as appropriate. If the same protocol used by the primary site will be used at each of the other sites, each site-specific consent form can receive expedited review after review and approval of the protocol and consent form for the primary site. In addition, all domestic and foreign sites are required to assure compliance with the federal policy for the protection of human subjects. If an awardee institution or any of the collaborating sites does not have an assurance number, such as a Multiple Project Assurance (MPA) or Federal Wide Assurance (FWA) with the DHHS Office for Human Research Protections, then a FWA must be obtained, or an application for a DOD single project assurance (SPA) must be completed by each site that does not have an assurance and the application must be submitted to the Acting Chair, HSRRB. Refer to part 12, "Assurances" in this appendix for further details regarding submission of an SPA application.

4. Claim of Exemption

4-a. Approval of Exempt Status for Research Involving Human Subjects or Anatomical Substances

Certain categories of research are exempt from review by the HSRRB in accordance with federal guidelines. If your research fits in one or more of these categories, you may request exempt status for your protocol. Your protocol and Claim of Exemption form will be reviewed to evaluate your claim of exemption.

4-b. Exempt Categories

The following list, taken from 32 CFR 219.101, details the exemption categories.

1. Research conducted in established or commonly accepted educational settings involving normal educational practices, such as:
 - a. Research on regular and special education instructional strategies, or
 - b. Research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior, unless:
 - a. Information obtained is recorded in such a manner that human subjects can be identified directly or through identifiers linked to the subjects; and
 - b. Any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph 2 of this section, if:
 - a. The human subjects are elected or appointed public officials or candidates for public office, or
 - b. Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
4. Research involving the collection or study of existing data, documents, records, pathological specimens or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified directly or through identifiers linked to the subjects.
5. Research and demonstration projects that are conducted by or subject to the approval of Department or Agency heads, and that are designed to study, evaluate, or otherwise examine:
 - a. Public benefit or service programs,
 - b. Procedures for obtaining benefits or services under those programs,

- c. Possible changes in or alternatives to those programs or procedures, or
 - d. Possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies,
- a. If wholesome foods without additives are consumed, or
 - b. 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.

4-c. Claiming Exemption

Investigators who believe that their protocol is exempt from review should submit (1) a completed Claim of Exemption Form and (2) documentation from the local IRB stating that the protocol has been determined to be exempt. If human anatomical substances are being used, a copy of the consent form that was used with subjects when the anatomical substances were initially obtained for use in research should be provided. This consent form should demonstrate that subjects consented to the use of their donated samples in the type of research being conducted.

5. Minimal Risk Research

5-a. Approval of NGTMR Research Involving Human Subjects or Human Anatomical Substances

Minimal risk is defined as “the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical and psychological examinations or tests” in 32 CFR 219.102(i). If the research protocol is assessed as minimal risk in accordance with this definition and regulation, it can be approved by expedited review if the study involves one of the research categories that qualifies for expedited review, as listed in the Federal Register, Notices, Vol. 63, No. 216, dated November 9, 1998. Following is a brief synopsis of these categories:

1. Clinical studies of drugs for which an Investigational New Drug (IND) application is not required or of medical devices for which an Investigational Device Exemption (IDE) application is not required or the medical device has been cleared/approved for marketing and the device is being used for its cleared/approved labeling.
2. Collection of blood samples by finger, heel or ear stick, or by venipuncture, in healthy non-pregnant adults who weigh at least 110 pounds where the amount of blood drawn does not exceed 550 mL in an 8-week period and collection does not

occur more frequently than two times per week. Collection of blood samples by finger, heel or ear stick, or by venipuncture, in other adults or children where the amount of blood drawn may not exceed the lesser of 50 ml or 3 ml/kg in an eight week period and collection does not occur more frequently than two times per week.

3. Prospective collection of biological specimens for research purposes by noninvasive means, such as hair and nail clippings, teeth extracted as routine patient care, excreta and external secretions, saliva, placenta removed at delivery, amniotic fluid obtained at the time of membrane rupture or during labor, dental plaque and calculus that is not more invasive than routine care, mucosal and skin cells collected by buccal scraping, mouthwashings or swab, and sputum.
4. Collection of data through noninvasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving x-rays and microwaves.
5. Research involving materials, such as data, documents, records or specimens, that have been collected or will be collected solely for nonresearch purposes (e.g. medical treatment or diagnosis).
6. Collection of data from voice, video, digital or image recordings made for research purposes.
7. Research on individual or group characteristics or behavior, or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation or quality assurance methodologies.

5-b. Approval of a NGTMR Research Study with a Waiver of Informed Consent

A minimal risk protocol approved by expedited review can have the requirement for a written informed consent document waived if it meets the following four criteria, as outlined in 32 CFR 219.116(d):

1. The research involves no more than minimal risk to the subjects.
2. The waiver or alteration will not adversely affect the rights and welfare of the subjects.
3. The research could not practicably be carried out without the waiver or alteration.
4. Whenever appropriate, the subjects will be provided with additional information after participation.

If the local IRB has approved a protocol with waiver of informed consent and the study includes use of human anatomical substances, submit a copy of the consent form used to document individuals' consent to use their tissue, blood, or other medical information or records for research purposes.

6. Training for Research Investigators

Research investigators must complete appropriate institutional training before conducting human subjects research. Documentation of the most recent ethics training must be submitted for investigators of all protocols. In addition, for all investigational drug and device protocols, documentation of successful completion of a course in the conduct of clinical research in accordance with Good Clinical Practices (GCP) must be submitted for all investigators. The most recent ethics training and GCP course must be successfully completed within one year of the planned initiation of the protocol.

7. Guidelines for Writing Research Protocols Involving Human Subjects

7-a. Title 10 United States Code 980 (10 USC 980)

Before writing the research protocol, investigators must consider the requirements of 10 USC 980, which are applicable to DOD-sponsored research. 10 USC 980 requires that “Funds appropriated to the Department of Defense may not be used for research involving a human being as an experimental subject unless (1) the informed consent of the subject is obtained in advance, or (2) in the case of research intended to be beneficial to the subject, the informed consent of the subject or a legal representative of the subject is obtained in advance.”

Furthermore and consistent with the Common Federal Rule for the Protection of Human Subjects, if an individual cannot give his/her own consent to participate in a research study, consent of the individual’s legally authorized representative must be obtained prior to the individual’s participation in the research. Moreover, an individual not legally competent to consent (e.g., incapacitated individuals, incompetents, minors) may not be enrolled in DOD-sponsored research unless the research is intended to benefit each subject enrolled in the study.

Investigators should be aware that this "intent to benefit" requirement often makes placebo controlled clinical trials enrolling incapacitated individuals, incompetents, or minors problematic. Investigators should therefore be able to articulate how this research intends to benefit these subjects if they will be in the placebo arm of the trial. For example, a subject in the placebo arm may benefit directly from medical treatment or surveillance provided because of the research that is beyond the standard of care.

7-b. Protocol Format

A detailed research protocol must be submitted for all human subjects studies for human subjects protection review (See Protocol Submission Checklist). In addition, the protocol must be reviewed and approved by the local IRB (the IRB of record) before it can be reviewed by the HSRRB, and the approval letter from the local IRB indicating the level of risk to subjects must be submitted with the protocol for initial HSRRB review.

Both IND and IDE protocols should follow the format described in the International Conference on Harmonisation (ICH), Consolidated Guideline E6 (<http://www.ifpma.org/pdfifpma/e6.pdf>). Other protocols may follow the ICH Guideline and include applicable paragraphs.

7-c. Required Elements of the Protocol

1. **Protocol Title.** The protocol title must be the same as the project/proposal title unless multiple protocols are being submitted within one proposal. In a proposal with multiple protocols, the proposal title must be referenced consistently across all protocols.
2. **Phase.** For medical products regulated by the Food, Drug, and Cosmetic Act, designate the protocol as Phase I, II, III, or IV research.
3. **Principal Investigator.** List the complete name, address, telephone and fax number, and e-mail address of the PI. Include a copy of the PI's curriculum vitae (CV) with the protocol. List the names of all personnel who will have significant involvement in the research study; include their practice license (i.e., MD or RN), highest degree(s), job title, and employing institution. In addition, include the name of the Medical Monitor with their current CV for Greater Than Minimal Risk Studies. (See number 15 of this section for details on the Medical Monitor requirement).
4. **Location of Study.** List all centers, clinics, or laboratories where the study is to be conducted. Include the name, degree(s), title, employing institution, and complete address of the investigator(s) for each site.
5. **Time Required to Complete.** State the month and year of expected start and completion times.
6. **Objectives.** Provide a detailed description of the purpose and objectives of the study.
7. **Study Population.**
 - a. Describe the target population (to whom the study findings will be generalized) and the nature, approximate number, and pertinent demographic characteristics of the accessible population at the study site (population from which the sample will be recruited/drawn).
 - b. Describe the methods that will be used to obtain a sample of subjects from the accessible population (i.e., convenience, simple random, stratified random) together with the inclusion and exclusion criteria (include age, gender, ethnicity).
 - c. If pregnant subjects will be excluded from participation in the study, the method used to determine pregnancy status in women of childbearing potential must be

specified. Also, state the time that will elapse between the pregnancy test and exposure to research procedures or medical products and how long the non-pregnant subject should use effective contraceptive practices after participating in the study. Please note that contraceptive practices may be necessary for male subjects participating in certain types of studies. For IND studies, pregnancy testing is required within 48 hours before the start of the study.

8. Protocol Design. Describe the type of study to be performed (i.e. prospective, retrospective, randomized, controlled, etc). Outline the proposed methodology in sufficient detail to show a clear course of action. Technological reliability and validity of procedures should be indicated. Minimum guidance for the plan should include:
 - a. Subject identification. Describe the code system to be used to maintain the confidentiality of subjects.
 - b. Description of the recruitment process. Describe who will identify potential subjects, who will recruit them, and how they will be recruited. Provide copies of all recruitment and advertisement materials for review.
 - c. Description of the Informed Consent process. Specifically describe the plan for the informed consent process by stating who will perform the informed consent interview, when the interview will take place relative to the participant beginning study participation and in relation to any stressful situation like being informed he/she has cancer, or in relation to the administration of any mind-altering substances such as tranquilizers, conscious sedation, or anesthesia. Address how privacy and time for decision-making will be provided and whether or not the potential subject will be allowed to discuss the study with anyone before making a decision. Two copies of the consent form should be completed so that the subject can get an original copy and a copy can be kept for the PI's study records. A third copy may be needed for the patient's medical record; check with the participating site for specific study-site requirements.
 - d. Subject assignment. Describe the randomization process or other procedures used for subject group assignments.
 - e. Subject Screening Procedures. List and describe any evaluations (e.g., laboratory procedures, history, or physical examination) that are required to determine eligibility/suitability for study participation. Please note that some screening procedures may need a separate consent or a two-stage consent process.
 - f. Data Collection Procedures. Describe all data collection procedures to be used in conducting the study (e.g., laboratory evaluations, specimens to be collected, schedule and amounts, storage to include where and whether special conditions are required, labeling, and disposition). For studies using multiple measures or

tests over time, it is helpful to display the data collection schedule in a spreadsheet or tabular format.

- g. Clinical assessments. Provide a schedule of clinical evaluations and follow-up procedures. Provide any case report forms, data collection forms, questionnaires, rating scales, and/or interview guides that will be used in the study.
- h. Research Interventions. Describe the research intervention or activity that the subject will experience. Provide sufficient detail in chronological order for a person uninvolved in the research to understand what the subject will experience.
- i. Data Analysis. Describe the data analysis plan. The data analysis plan should be consistent with the study objectives.

9. Risks/Benefits Assessment.

- a. Describe risks (physical [including pain and discomfort, disfigurement, infection, injury, death], psychological, social, economic, legal, and privacy/confidentiality risks]) associated with the research, measures to be taken to minimize and/or eliminate risks or to manage unpreventable risks and special medical or nursing care that will be needed prior to, during, or following participation.
- b. Describe benefits of the research to the subject. If there will be no benefits to the subjects, (other than knowing he/she has contributed to science), state this in the protocol and consent form.
- c. **NOTE:** Payment or compensation for participation is not considered to be a benefit and must be addressed in a separate section.

10. Reporting of serious or unexpected adverse events.

- a. Serious or unexpected adverse events can occur in any and all types of studies, not just experimental interventions or clinical trials.
- b. Include a definition of what constitutes an adverse event in the study.
 - (1) For IND or IDE research, include definitions as described in 21 CFR 312.32.
 - (2) All research protocols must address the following requirements, which is language from HSRRB Clause 7.01:

“An adverse event temporarily related to participation in the study should be documented whether or not considered to be related to the test article. This definition includes intercurrent illnesses and injuries and exacerbations of preexisting conditions. Include the following in all IND safety reports: Subject identification number and initials; associate

investigator's name and name of MTF; subject's date of birth, gender, and ethnicity; test article and dates of administration; signs/symptoms and severity; date of onset; date of resolution or death; relationship to the study drug; action taken; concomitant medication(s) including dose, route, and duration of treatment, and date of last dose."

- c. Describe agencies or offices to be notified with point of contact information in the event of a serious and unexpected adverse event. For all protocols involving human subjects, including investigational new drug or device studies, the following information about reporting serious and unexpected adverse events, which is language from HSRRB Clause 1.02, must be included in the protocol:

"Adverse experiences that are both serious and unexpected will be immediately reported by telephone to the USAMRMC, Deputy for Regulatory Compliance and Quality (301-619-2165) and send information by facsimile to 301-619-7803). A written report will follow the initial telephone call within 3 working days. Address the written report to the U.S. Army Medical Research and Materiel Command, ATTN: MCMR-RCQ, 504 Scott Street, Fort Detrick, Maryland 21702-5012."

11. Description of Protocol Drugs or Devices. If the protocol uses an investigational drug or device, provide the following information:
 - a. IND/IDE number and name of sponsor, if the study is in support of an application to the FDA.
 - b. Complete names and composition of all medication(s), device(s), or placebo(s).
 - c. Source of medications, devices, or placebos.
 - d. Location of storage for study medications.
 - e. Dose range, schedule, and administration of test articles.
 - f. Washout period, if used, should be described in detail.
 - g. Duration of drug or device treatment.
 - h. Concomitant medications allowed.
 - i. Antidotes and treatments available.
 - j. Disposition of unused drug.
 - k. The procedure by which the IND sponsor will monitor the protocol in accordance

with 21 CFR 312.

- I. In addition to the above list of requirements to be included in the protocol, the following additional items need to be submitted:
 - (1) A copy of the Investigator's Brochure and/or device manual and associated case report/data collection forms. If the study involved the testing of an approved drug for a new indication, provide a copy of the package insert.
 - (2) A signed Form FDA 1572 for IND Applications filed with the FDA, including the following information (for non-FDA new drug protocols, the following information should be included in the protocol):
 - (a) Name, address and a statement of the qualifications for each investigator and the name of each sub-investigator working under the PI.
 - (b) Names and addresses of facilities to be used.
 - (c) Name and address of each IRB reviewing the protocol.
 - (3) For Investigational Devices, include your local IRB's assessment of the risk (nonsignificant or significant) of the investigational device you plan to use in your study. If the device poses significant risk to research subjects, specify the IDE number obtained from the FDA, the name of the sponsor, and the procedure by which the sponsor will monitor the protocol in accordance with 21 CFR 812.
12. Disposition of Data. Describe where data will be stored, who will keep the data, how the data will be stored and the length of time data will be stored. Note that records of IND studies must be kept until 2 years after a New Drug Application is approved/issued, or for 2 years after the IND is withdrawn. Records required for IDE studies should be retained for 2 years following the date that the investigation is terminated or completed or the date that the records are no longer required for support of the pre-market approval application, whichever is sooner. For studies with minors, most states require keeping records for up to 7 years (dependent on state's statute of limitations) past the subject's age of majority.
13. Modification of the Protocol. Describe the procedures to be followed if the protocol is to be modified, amended, or terminated before completion. Note that any modification to the protocol, consent form and/or questionnaires, including a change to the PI, must be submitted to the local IRB for review and approval and then the HSRRB for second level review and approval. Address this procedure even if you do not anticipate making any modifications.

14. Departure from the Protocol. Describe procedures and notifications to be made in the event of deviations from the approved protocol to include both the local IRB and the HSRRB.
15. Roles and Responsibilities of Study Personnel. Briefly describe the duties of all study personnel to include each of the persons listed as investigators, research staff, consultants, and the medical monitor. Describe their roles in the research effort (e.g., Research Coordinator, 80%, recruit and consent subjects, maintain study records, administer study drug, take and record vital signs, enter data into computer data base). Duties of the medical monitor, as defined in HSRRB Clause 8.02, are as follows:

A medical monitor must be assigned to greater than minimal risk protocols. The name and curriculum vitae of the medical monitor, who is someone other than the PI, must be provided. This individual should be a qualified physician who is not associated with the protocol, able to provide medical care to research subjects for conditions that may arise during the conduct of the study, and able to monitor subjects during the conduct of the study. The medical monitor is required to review all serious and unexpected adverse events associated with the protocol and provide an unbiased written report of the event within 10 calendar days of the initial report. At a minimum, the medical monitor should comment on the outcomes of the adverse event and relationship of the event to the test article. The medical monitor should also indicate whether he/she concurs with the details of the report provided by the PI.

The medical monitor will forward reports to the U.S. Army Medical Research and Materiel Command, ATTN: MCMR-RCQ, 504 Scott Street, Fort Detrick, Maryland 21702-5012.

16. Completion of data sheets for entry into the Volunteer Registry Database is required for all greater than minimal risk **intramural** studies (Studies conducted in USAMRMC laboratories or conducted by USAMRMC personnel.) At the discretion of the HSRRB, greater than minimal risk extramural research may be required to comply with the Volunteer Registry Database requirement. If completion of data sheets is required, the following language regarding the Volunteer Registry Database (HSRRB Clause 2.01) should be included in the protocol and consent form:

“It is the policy of USAMRMC that data sheets are to be completed on all volunteers participating in research for entry into the U.S. Army Medical Research and Materiel Command Volunteer Registry Database. The information to be entered into this confidential database includes name, address, social security number, study name, and dates. The intent of the database is twofold: first, to readily answer questions concerning an individual’s participation in research sponsored by the USAMRMC; and second, to ensure

that the USAMRMC can exercise its obligation to ensure research volunteers are adequately warned (duty to warn) of risks and to provide new information as it becomes available. The information will be stored at the USAMRMC for a minimum of 75 years.”

Include in the protocol language to indicate that the Volunteer Registry Data Sheet must be completed. (See Parts 8 and 17 of this appendix.) In addition, include the completion of the data sheets in the study procedure timelines. Once completed, the data sheets must be sent to the following address:

Commanding General, U.S. Army Medical Research and Materiel Command
ATTN: MCMR-RCQ-HR
504 Scott Street
Fort Detrick, Maryland 21702-5012

These data sheets should be submitted upon completion of the study. In addition, some USAMRMC facilities have the capability to enter the information sheets directly into a secure database. Use of the Volunteer Registry Data Sheets is not required for exempt or no greater than minimal risk studies, unless otherwise indicated.

17. Medical care for research-related injuries. For DOD-funded research involving human subjects, medical care for research-related injuries must be provided at no cost to the subject. Describe how this requirement will be met. Many institutions and states provide for this medical care as part of their liability insurance. If not, this requirement may also be met by supplementing an existing insurance policy or by purchasing a separate insurance policy.

7-d. Advertisements, Posters, and Press Releases to Recruit Subjects

If subjects will be recruited through an advertisement, newspaper article, or similar process, a copy of the local IRB-approved advertisement must be provided for review and approval by the HSRRB.

For studies involving investigational drugs or devices, local IRB review of advertisements is necessary to ensure that the information is not misleading to the subjects participating in IND studies. The FDA has established guidelines on advertisements for subjects. General guidance includes name and address of PI, summary of research purpose, brief eligibility criteria, truthful list of benefits, and the person to contact for further information.

7-e. Surveys, Questionnaires, and Other Data Collection Instruments

If the research involves surveys, questionnaires, or other instruments, include a copy of the most recent IRB-approved version of each of these documents with the protocol submission. For each instrument that is used, the following information at a minimum should be addressed:

- a. The instrument should be labeled with the complete title of the study and instructions for completing and returning the instrument. The instructions should state that the subject can refuse to answer specific items without repercussions.
- b. The instrument should be related to the objectives of the study.
- c. Address whether the instrument is valid and reliable.
- d. Provide instructions and order question items so that they are comprehensible and unambiguous.
- e. Describe the procedure for confidentiality of hardcopy data or electronic data in the protocol and consent form.

8. Informed Consent Document Requirements

8-a. Required Elements of the Informed Consent Document

The format of the informed consent document may vary in accordance with the requirements of the local IRB. However, the informed consent document title must be the same as the protocol title. The following information is required for informed consent documents (32 CFR 219.116 and AR 70-25):

- a. A statement that the study involves research, an explanation of the purposes of the research and the expected duration of the subject's participation, a description of the procedures to be followed, and identification of any procedures that are experimental.
- b. A description of any reasonably foreseeable risks or discomforts to the subject.
- c. A description of any benefits to the subject or to others that may reasonably be expected from the research.
- d. A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject.
- e. A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained. For example, describe procedures that will be followed to maintain the subject's privacy and confidentiality, how the identifying information or specimens will be stored and for how long. Also describe who will have access to the identifying data.

Army regulations require that medical care for research-related injury be provided at no cost to the subject. Include the following explanation of medical care available for research-related injury:

“Should you be injured as a direct result of participating in this research project, you will be provided medical care, at no cost to you, for that injury. You will not receive any injury compensation, only medical care. You should also understand that this is not a waiver or release of your legal rights. You should discuss this issue thoroughly with the Principal Investigator before you enroll in this study.”

Three possible mechanisms are available to offset the costs of this requirement:

- a. The proposed recipient may absorb such costs into the institution's operating budget.
- b. The proposed recipient's liability insurance, if available, may be sufficient to cover any medical care costs. The proposed recipient's business office and/or legal advisor must ensure that there is adequate coverage under this liability insurance.
- c. The proposed recipient could negotiate an additional amount of funds, if available, into the award that will cover such medical care cost (such as liability insurance).

If private citizens are enrolled, the following statement should be added to the consent form with the medical care clause:

“Other than medical care that may be provided and any other payment specifically stated in the consent form, there is no other compensation available for your participation in this research.”

The name and contact information for someone to contact (a) about the research, (b) about research subjects' rights, and (c) about a possible research-related injury.

A statement that participation is voluntary, that refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and that the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.

8-b. Additional Elements of the Informed Consent Document

When appropriate, one or more of the following elements of information shall also be provided to each subject (32 CFR 219.116 and applicable state/local laws):

- a. A statement that the particular treatment or procedure may involve risks to the subject (or to the embryo or fetus, if the subject is or may become pregnant) that are currently unforeseeable.
- b. Anticipated circumstances under which the subject's participation may be terminated by the investigator without regard to the subject's consent.

- c. Any additional costs to the subject that may result from participation in the research.
- d. The consequences of a subject's decision to withdraw from the research and procedures that a subject can follow to terminate their participation in an orderly manner.
- e. A statement that significant new findings developed during the course of the research will be provided to the subject so that they can decide whether to continue to participate.
- f. The approximate number of subjects involved in the study.
- g. Documentation of consent for human immunodeficiency virus (HIV) antibody testing, if scheduled, may be addressed in the body of the consent form or as separate HIV test consent form. Documentation should address any notifications required by state or local laws as well as any specific issues regarding confidentiality of positive test results.
- h. The signature block of the consent form should include a signature line for the subject or legally authorized representative and lines for the permanent address of the subject.

8-c. Requirements Unique to DOD-Sponsored Research

Certification of Translation

Provide documentation that the foreign language version of the consent form is an accurate translation. Documentation of translation must be provided along with the English and foreign language version of the consent forms. The documentation of translation should include the following statement, "I certify that this is an accurate and true translation" as well as the signature, name, address, phone number and, if available, fax number of the translator.

Sample Donation

If the samples donated in this study will be used in other studies, the following statement should be included in the consent form:

"During this study, you will be asked to provide _____ (clearly specify the type of samples to be provided). These samples will be used for _____ (enter all known and anticipated uses) and may also be used for purposes that are currently unknown. There is a chance that the samples that you are donating under this study may be used in other research studies and may have some commercial value. (If a commercial value is anticipated, that value should be clearly described at this point.) Should your donated sample(s) lead to the

development of a commercial product, _____ will own it and may take action to patent and license the product. _____ does not intend to provide you with any compensation for your participation in this study nor for any future value that the sample you have given may be found to have. You will not receive any notice of future uses of your sample(s). (When the study involves treatment as well as research, the following language should be added: You may agree to participate in the research protocol, but refuse to provide the additional samples discussed above.).”

In addition, a donation form may be prepared for signature by the volunteer that states:

“As a participant in _____ (insert the title of the study), I voluntarily donate _____ (clearly specify the type of sample(s) to be provided) to _____. These samples will be used for (enter all known and anticipated uses) and may also be used by _____ for uses not currently known to me. There is a possibility that the samples that I am donating under this study may be used in other research studies and may have some commercial value. (If a commercial value is anticipated, that value should be clearly described at this point). Should my donated sample(s) lead to the development of a commercial product, _____ will own it and it is possible that it will be patented and licensed by _____. _____ does not intend to provide me any compensation for this and will not give me any notice of future uses of my sample(s).”

Please note that a separate sample donation form is not required. If you choose not to draft a separate sample donation form, the language from the first paragraph of this clause must be included in the informed consent document.

Payment for Study Participation: Active Duty Military Personnel

Under 24 USC 30, payment to Active Duty military personnel for participation in research is limited to blood donation and may not exceed \$50 per blood draw. Active duty research subjects may not receive any other payment for participation in a research study.

Confidentiality

The following statement must be included in the consent form for all protocols that enroll military personnel:

“All data and medical information obtained about you, as an individual, will be considered privileged and held in confidence; you will not be identified in any presentation of the results. Complete confidentiality cannot be promised to subjects, particularly to subjects who are military personnel, because information bearing on your health may be required to be reported to appropriate medical or command authorities.”

For studies involving civilian subjects and their donated samples, include language describing how the subject's confidentiality will be maintained, how long the samples will be retained, and who will have access to the samples. In addition, include language from HSRRB Clause 11.01-Review of Research Records, which states:

"It should be noted that representatives of the U.S. Army Medical Research and Materiel Command are eligible to review research records as a part of their responsibility to protect human subjects in research."

Pregnant Women

If pregnant women will be excluded, the following statement must be included if pregnancy during or after the study constitutes a risk to the participant or fetus:

"I should avoid becoming pregnant for at least (time period in days, weeks, or months) after participation in the study. To avoid becoming pregnant, I should either abstain from sexual relations or practice a method of birth control. Except for surgical removal of the uterus, birth control methods such as the use of condoms, a diaphragm or cervical cap, birth control pills, IUD, or sperm-killing products are not totally effective in preventing pregnancy."

Volunteer Registry Database

All studies that require completion of volunteer registry data sheets (See section 7-c, number 16) must notify subjects of the Volunteer Registry Database requirement in the consent form. The Volunteer Registry Database contains items of personal information, such as names, addresses, social security number, and the name of the respective study. Information in the database will only be disclosed in accordance with Army Regulation 340-21 (the Army Privacy Program) and the Privacy Act of 1974. This means that only a person for whom data is collected, or his/her designated agent or legal guardian may request information from the database. Only authorized staff at the Office of Regulatory Compliance and Quality have access to information stored in the database.

For those studies that require that subjects be entered into the Voluntary Registry Database, USAMRDC Form 60-R must be completed for each volunteer. Send all completed forms to the Human Subjects Protection Branch annually and at the completion of the study. An example of the form is located in part 17 of this appendix. The following statement is normally included in the "Confidentiality" section of the consent form:

"It is the policy of USAMRMC that data sheets are to be completed on all volunteers participating in research for entry into this Command's Volunteer Registry Database. The information to be entered into this confidential database includes name, address, social security number, study name, and dates. The intent of the data base is twofold: first, to readily answer questions

concerning an individual's participation in research sponsored by USAMRMC; and second, to ensure that the USAMRMC can exercise its obligation to ensure research volunteers are adequately warned (duty to warn) of risks and to provide new information as it becomes available. The information will be stored at USAMRMC for a minimum of 75 years."

9. Protocol Modifications and Amendments

As a second level review Board, the HSRRB continues to monitor protocols after the initial approval notification. All modifications to the protocol, consent form and/or study materials must be submitted to the HSRRB for review and approval prior to implementation. A list of proposed modifications or amendments to the protocol and an explanation of the need for these modifications should be submitted, along with a revised protocol incorporating the modifications. The level of review required for approval depends on the nature of the modifications.

10. Continuing Review and Final Reports

All continuing review reports and the final report approved by the local IRB must be submitted to the HSRRB. A continuing review of the protocol must be completed by the local IRB at least once each year for the duration of the study. Continuing review reports should include the following: the number of subjects accrued; a description of any adverse events or unanticipated problems involving risks to subjects or others and of any withdrawal of subjects from the research or complaints about the research; a summary of any recent literature, findings obtained thus far, amendments or modifications to the research since the last review, reports of multi-center trials and any other relevant information, especially information about the risks associated with the research; and a copy of the current informed consent document.

11. Serious or Unexpected Adverse Event Reports

Include in the initial adverse event reports the name of the person submitting the report, if different from the PI, name of the study, the HSRRB log number (A-xxxx) assigned to the study, the number of subjects enrolled to date, and the number and type of serious and unexpected adverse events previously reported in the study.

If the adverse event occurs in an IND study, the initial report must be identified as the "Initial Report for Subject (# or initials) enrolled in the clinical study Title and Log No. A-XXXX under IND #."

The following information must be provided:

- (1) Description of Study. Double or single blind. If the study is being conducted in phases, indicate what phase of the study the subject is participating in.
- (2) Number of subjects enrolled. Total number of subjects enrolled at the time of the adverse event.

- (3) Synopsis of event. Provide a complete narrative of the event.
- (4) Subject status. Did the subject recover? What was the patient status at the time of the report?
- (5) Other serious and unexpected adverse events from this study. Please provide any information pertaining to other adverse events that may have occurred during the conduct of this study.
- (6) Most frequently expected adverse events based on the nature of the product. What adverse events would you expect to see based on the nature of the product or based on information contained in the most current version of the Investigator's Brochure.
- (7) Actions taken in response to the adverse event. Is the subject still enrolled in the study or not? Were any modifications or changes made to the protocol in response to the event? Provide an assessment of the relationship of the adverse event/s to the subject's participation in the study.
- (8) Submit identification information for the individual completing the report. Include the signature, printed name and role identification for the study (i.e., investigator, study physician, etc.)

In addition to the initial report of the adverse event, the report of the medical monitor must include his/her evaluation of the relationship of the adverse event to the subject's participation in the study and a follow-up report describing the resolution of the adverse event.

12. Assurances

If an institution has a current MPA or FWA with the DHHS Office for Human Research Protections, submit a letter with the following protocol information: (a) Assurance number, (b) risk level that the IRB classified the protocol (no greater than minimal risk or greater than minimal risk), (c) date of IRB approval, and (d) next continuing review date. This letter must be on official, institutional letterhead stationary and signed by the chairperson of the IRB that approved the protocol.

If the institution does not have a current MPA or FWA with the Office for Human Research Protections, a FWA must be obtained, or a written Assurance of Compliance must be filed with the Human Subjects Protection Branch of the Office of the Deputy Chief of Staff for Regulatory Compliance and Quality. The obligation to obtain an assurance can be found in 32 CFR 219.103.

There are four requirements for a DOD SPA that must be submitted to the Human Subjects Protection Branch. The first is to complete a DOD SPA application. For studies conducted outside of the United States, the international version of the SPA

application should be completed. These applications can be found at <http://mrmc.detrick.army.mil/crprcqhsdpd.asp>.

The second requirement is to provide a table of the IRB membership with the credentials (e.g. M.D., Ph.D., etc.) of each member with his/her affiliation with the institute and the role fulfilled on the IRB (e.g. chairperson, alternate, scientist, etc.). An example of this table is provided in the SPA application.

The third requirement is to provide short CVs or biographical sketches of all of the IRB members. These CVs are used to verify qualifications of the IRB members.

The last requirement is to provide the written policies and procedures for conducting its initial and continuing review of research that are used by the IRB as outlined in 32 CFR 219.103. The SPA number will be issued after the protocol is approved by the HSRRB.

A letter from the Chairperson of the IRB that approved the protocol must accompany the SPA application on official, institutional letterhead stationary. The risk level assigned to the protocol by the IRB must be included along with the date of approval by the IRB and the next continuing review date.

13. Inclusion of Women and Minorities in Research

Consistent with the Belmont Report and recent congressional legislation, special attention is given to inclusion of women and minorities in research funded or managed by the USAMRMC. This policy is intended to promote equity both in assuming the burdens and in receiving the benefits of human subjects research. If women and/or minorities will be excluded from the protocol, a justification must be included.

14. Where to Go for Help and Information

If your research involves human subjects, you should first contact your local IRB for institutional requirements. If you have questions regarding the HSRRB protocol and consent form requirements or the review and approval process, contact the Office of Regulatory Compliance and Quality at the address or phone number listed below.

Phone: 301-619-2620 (will ring over to 2165/2166)

Mail: Commanding General, U.S. Army Medical Research and Materiel Command
ATTN: MCMR-RCQ-HR
504 Scott Street
Fort Detrick MD 21702-5012

References:

- Title 32 Code of Federal Regulation, Part 219, Protection of Human Subjects
- Title 21 Code of Federal Regulation, Part 50, Protection of Human Subjects
- Title 21 Code of Federal Regulation, Part 56, Institutional Review Boards
- Title 21 Code of Federal Regulation, Part 312, Investigational New Drug Application
- Title 21 Code of Federal Regulation, Part 812, Investigational Devices

- Title 45 Code of Federal Regulation, Part 46, Subparts B, C, and D, Protection of Human Subjects
- Code of Federal Regulations is located at <http://www.access.gpo.gov/nara/cfr/index.html>
- Army Regulation 70-25, Use of Volunteers as Research Subjects
- Army Regulation 40-7, Use of Investigational Drugs and Devices in Humans and the Use of Schedule I Controlled Drug Substances
- Army Regulations can be located at <http://www.usapa.army.mil/>
- Office of The Surgeon General Regulation 15-2, Human Subjects Research Review Board
- Title 10 United States Code, Section 980
- Department of Defense Directive 3216.2
- International Conference on Harmonisation, Good Clinical Practice, Consolidated Guideline is located at <http://www.ifpma.org/pdfifpma/e6.pdf>; all other ICH guidelines can be found in the ICH home page located at <http://www.ifpma.org/ich1.html>

Copies of the preceding references can be obtained from either the U.S. Government Printing Office or the National Technical Information Service at:

Phone: 202-512-1800

Web Site: http://www.access.gpo.gov/su_docs

Mail: Superintendent of Documents
P.O. Box 371954
Pittsburgh, PA 15250-7954

Phone: 703-605-6000; 800-553-NTIS

E-mail: orders@ntis.fedworld.gov

Mail: National Technical Information Service
5285 Port Royal Road
Springfield, VA 22161

15. Claim of Exemption Form

PROTOCOL TITLE:	
PRINCIPAL INVESTIGATOR'S NAME:	PROPOSAL NO:
INSTITUTION:	

1. Will existing or archived data, documents, medical records, or database records be used? Yes No
2. Will existing biological specimens (e.g., cells, tissues, blood) be used? Yes No
3. Indicate below the sources of existing or archived data or biological specimens or cell lines (e.g., cell lines purchased from ATCC).

4. Will the donors of the original biological specimens be able to be identified, directly or indirectly, through identifiers linked to the donor? Yes No
5. Will data with identifiers be recorded in writing? Yes No
6. Will data be recorded by audiotape? Yes No
7. Will data be recorded by videotape? Yes No
8. If survey instruments are used, will sensitive or private topics be explored? Yes No
9. Will subjects be identifiable either by name or through demographic data? Yes No

If the answer to any question 4-9 is yes, describe on a separate sheet of paper how the confidentiality of a subject's identity will be maintained. Also describe plans for maintaining or destroying identifying links to subjects after the protocol has been completed.

Principal Investigator's Signature

Date

16. Protocol Submission Checklist

PROTOCOL TITLE:	
PRINCIPAL INVESTIGATOR'S NAME:	PROPOSAL NO:
INSTITUTION:	

Requirement for All Protocols as Appropriate:

- Research Protocol
- Consent Form(s)
- Curriculum Vitae or Biosketch for Principal Investigator and Medical Monitor
- Documentation of the most current ethics training for all research staff
- Scientific Review/Peer Review Approval(s) (Note that for CDMRP proposals, this is obtained in-house)
- Letter from the IRB Chairperson with the following protocol information: (a) MPA or FWA number, (b) risk level that the IRB classified the protocol (exempt, NGTMR, GTMR), (c) date of IRB approval, (d) next continuing review date, and (e) risk for medical devices (nonsignificant risk or significant risk).
- Recruitment materials including advertisements, posters, and announcements, recruitment letters phone scripts.
- Case report form(s), data collection/recording form(s), questionnaires, interview guides, etc.
- Radiation Control Committee/Biosafety Review Report
- If potential commercial use of sample(s) or future use of sample(s) in other studies, a **Sample Donation is required to be in the consent form.**

Additional Requirements for IND Protocols:

- Documentation of the Investigator's most recent GCP training
- Document specifying IND Number
- Investigator's Brochure

Protocol Submission Checklist (cont.)

Additional Requirements for Medical Device Protocols:

- Documentation of the Investigator's most recent GCP training
- Document from manufacturer declaring level of risk for device (non-significant risk or significant risk) and IDE form
- Document specifying IDE Number
- Manufacturer's device manual/ device information

What type of study is proposed? (i.e. Phase I trial, pilot study, laboratory experiment, intervention, survey/record review, longitudinal, retrospective, etc)

What procedures will be performed? (Administration of experimental drug, collection of biological specimens, diagnostic procedures, procedures involving radiation or radioactive materials, etc)

Drug (s) to be used: _____ Drug Type _____

Human Subject Information:

Age range of subjects: _____ Subject Gender: ___Male ___Female

Total number of subjects expected to be enrolled: _____

Total number of subjects at each collaborating site: _____

Are subjects able to provide their own consent? ___Yes ___No

Vulnerable Subject Class: ___Prisoners___Minorities___HIV positive___Psychologically impaired
___Impaired decision-making ___Psychiatric patient ___Military___Employee/Student___Trauma

Subject Recruitment: ___Paid volunteers___Out-patients___Students/employees___In-patients

Principal Investigator's Signature

17. Exempt Protocol Checklist

NOTE: All proposals must contain (1) a detailed proposal or protocol (if essentially the same) or a detailed protocol if different from the proposal, (2) Scientific Review/Peer Review, and (3) Curriculum Vitae (CV) of the Principal Investigator (PI) or a Bio-Sketch.

*** Exempt Protocol Checklist:** Yes No N/A

Human Anatomical Substances Used

REQUIRED Claim of Exemption form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REQUIRED Local IRB Letter of Exemption or Optional form 310 (Signed by IRB Chair or designee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Letters of Collaboration/Agreement from Human Anatomical Substance Repositories indicating what personal identifying information, if any, will be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, Standard Consent Form for the use of donated tissues for research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Educational Practices/Tests/Surveys Used

REQUIRED Claim of Exemption form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REQUIRED Local IRB Letter of Exemption or Optional form 310 (Signed by IRB Chair or designee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Letters of Collaboration/Agreement From Educational Agency/ies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of all written tests, interview questions, Surveys, and/or data collection instruments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Existing Data/Documents/Records Used

REQUIRED Claim of Exemption form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REQUIRED Local IRB Letter of Exemption or Optional form 310 (Signed by IRB Chair or designee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supporting Letters of Collaboration/Agreement from Agencies that maintain the Data/Documents/Records indicating what personal identifying Information, if any, will be used.

Data Collection Procedures to include instruments

* Based on the scope of the project, other documents may be requested or required.

