



Compliance Tips From The UAMS Office Of Research Compliance LAPTOP SECURITY

Thanks to Steve Cochran, Director, IT Security, for this issue's compliance tip.

Laptop theft is on the rise. Here are some measures you can take to help reduce the risk of yours being the next one stolen and to protect the data that resides on your laptop or other portable media.

- Try to find alternatives to storing confidential information on laptops, CDs or USB thumb drives. One option is to save the data to a UAMS server. You can use VPN "virtual private networking" to log into work and remotely access the data.

- If you **MUST** store any confidential information on portable media (laptop hard drive, CD or thumb drive), **encrypt** it. This is UAMS [policy](#)!

Contact the Technical Support Center (686-8555) for suggestions and guidelines on encryption.

- Make sure your laptop requires a complex logon/ password (14+ characters with a combination of numbers, upper and lower case letters, and special characters.



- Remember to physically safeguard your laptop or other portable media.

Remember, you are responsible for making sure the data on your portable electronic device is secure. Even if a stolen portable electronic device is recovered and returned in perfect working order, the security of the data on it may still have been compromised.

- Immediately report the loss or theft of a device containing sensitive information – even if it was only out of your control for a short time – to the UAMS or ACH IT Department.

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ARKANSAS TWISTERS UAMS NIGHT



- ♦ Saturday, June 14 at 7:00 pm
- ♦ ALLTEL Arena
- ♦ Playing the Lubbock Renegades
- ♦ Tickets are \$15 to UAMS Employees and Students
- ♦ Call the UAMS Treasure's Office at 501-686-6939 for more information

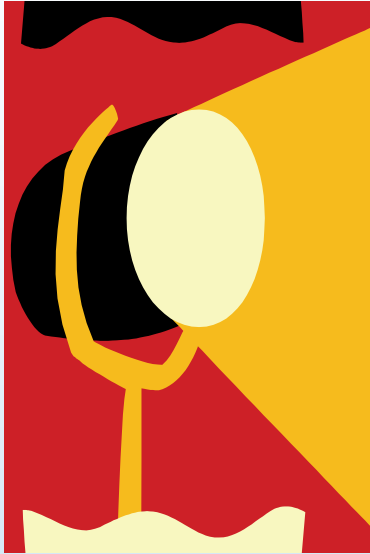
UAMS

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SPOTLIGHT ON... Sandy Annis

Having worked in clinical research at UAMS for nearly seven years, Sandy Annis is the current Regulatory Research Supervisor for the Cancer Institute Clinical Research Data Management (CRDM) office.

Sandy originally started in the CRDM office as a study coordinator. She then went to work in the Research Support and Regulatory Affairs Office as a Regulatory Affairs Specialist for Regulatory Manager Carole Hamon. Sandy eventually transferred back to CRDM where she is the Regulatory Supervisor.

In addition to working on Hematology/Oncology studies, Sandy also works on some Gynecologic Oncology Research studies. CRDM handles all types of protocols including Cooperative, Industry Sponsored and Investigator Initiated.

Sandy also assists the Research Education department by presenting



Sandy Annis
Regulatory Research Supervisor

the course "Record Keeping and Regulatory Binders" quarterly.

Sandy was born in West Germany, grew up in Texas and has lived in Arkansas for 10 years. She enjoys spending time with her husband, Geoff, 8-year-old daughter, Carson, and supporting the University of Alabama football team.

June/July 2008 Education Calendar

Wednesday, June 4, 2008

Developing a Clinical Research Protocol

Presented by:

Pamela Killebrew, RNP CCRC
Division of Pediatric Anesthesia and Pain Medicine

COPH, Room G226

9:00 am – 11:00 am

Wednesday, June 11, 2008

CRS Course

Validation of Processes and Procedures

Presented by Dr. Ray Anderson

COPH, Room G226

9:00 am – 11:00 am

Tuesday, June 17, 2008

ACHRI Intramural Grant Program: Focus on the CUMG Grant Program

Brandon North A and B (ACHRI)

2:00 pm – 3:00 pm

Contact John Gregan at
364-6296 for more information

Thursday, June 5, 2008

IRB New Submitters Workshop

Presented by Jennifer Sharp, Esq.
UAMS Office of Research Compliance

Brandon North A
ACHRI South Campus

10:00 am – 12:00 pm

ACH & UAMS Employees register
through the [ACH Training Site](#)



Monday, July 28, 2008

Essentials of Quality Human Subject Research Training for New Coordinators and Investigators

Spine Center
JTS Hamlen Board Room
8:00 am – 5:00 pm

For more information about the UAMS courses, contact Education Manager Crystal Hunnicutt, M.Ed. at 501-526-6879 or chunnicutt@uams.edu.

Meet the IRB Staff...

The UAMS Institutional Review Board (IRB) Administration Staff, a division of the Office of Research and Sponsored Programs and under the direction of Director Tim Atkinson, works with the IRB to meet their main goal of protecting the rights and welfare of research subjects.

The Administration Staff assist the IRB Chairs, the IRB Reviewers, the researchers and the study staff at UAMS, ACH, ACHRI, and DHHS.

The members of the IRB Staff include: Beth Scanlan, Assistant Director (IRB) and Team Leader (IRB Office Administration); Brittany Lehman, Senior IRB Administrator; Eric Moorehead, IRB Administrator; Alecia Davis, IRB Administrator; Allison Streepey, IRB Administrator; and Leslie Doan, Technical Writer.

The IRB administrative Office is located in the Biomedical Research Center, Building One, Room 172. The main office phone number is 686-5667.



IRB Staff (clockwise from left): Beth Scanlan, Eric Moorehead, Leslie Doan, Brittany Lehman, and Allison Streepey (Not Pictured Alecia Davis)

Year 2009 Medical Research Endowment Awards Applications Due June 30, 2008

Larry Milne, Ph.D., Vice Chancellor for Academic Affairs and Research Administration, recently sent out a memorandum regarding the Year 2009 Medical Research Endowment Awards granted by the UAMS Foundation Fund Board.

Approximately \$100,000 from the endowment income is available for research projects in 2009. The maximum level of support is \$15,000 with an average level of support approximately \$10,000.

The proposals will have a dual review through expert peer evaluations and by an internal committee consisting of the faculty and administrative representatives of the College of Health Related Professions, Medicine, Nursing, Pharmacy, Public Health and the Graduate

School with representation from the Research Council of the College of Medicine and the Faculty Senate. Following the committee's review and recommendations, a representative from the group of award recipients will give a research presentation to the UAMS Foundation Fund Board members at the September 25, 2008 meeting.

Applicants are asked to review the application guidelines and the NIH biographical sketch format carefully. Non-conforming applications will be returned without review. In addition, all applicable approvals (HRAC, Biohazard, Animal Use, etc.) may be obtained after the grant has been approved by the UAMS Foundation Fund board but must

be completed before any funds will be distributed.

The purpose of the MRE Awards is to provide pilot funding for research that has the potential to develop into extramurally funded, scientifically significant research projects.

Funding is for a 12-month period starting in January 2009; however 18 months is allowed to complete the project.

The application deadline is June 30, 2008. The two-step review will be completed by August 1, 2008 in order to initiate the grant year beginning January 1, 2009.

For more information, contact L. D. Milne, Ph.D. at UAMS, Mail Slot #541, by phone at 686-5689 or by email at Milnelarryd@uams.edu.

New and Revised IRB Policies

Here are links to 2 new IRB Policies and 15 revised IRB policies for your convenience.

The new policies are:

[12.5 \(Reports of Potential Non-compliance\)](#) (Effective Date: March 5, 2008)

[12.6 \(Findings of Non-compliance Under IRB Policy 12.5\)](#). (Effective Date: March 5, 2008)

The revised policies are:

[1.4 Studies Requiring Review](#) (Revised Date: March 5, 2008)

[2.6 Reporting to Appropriate Federal Oversight Bodies, Institutional Officials and Research Sponsors](#) (Revised Date: March 5, 2008)

[7.4 Standard or Full Committee Review](#) (Revised Date: March 5, 2008)

[7.6 Continuing Review](#) (Revised Date March 5, 2008)

[8.1 Changing Study Protocol/Modifications to Previously Approved Research](#) (Revised Date: March 5, 2008)

[9.1 Range of IRB Decisions](#) (Revised Date: March 5, 2008)

[10.2 Unanticipated Problems Involving Risks to Participants or Others—Investigator Reporting Requirements and IRB Actions](#) Revised Date: March 5, 2008)

[12.4 Non-compliance with Human Research Protection Program Requirements—Formal Audit Reports as Finding of Non-compliance](#) (Revised Date: March 5, 2008)

[15.1 Elements of Informed Consent Documents and Process](#) (Revised Date: May 13, 2008)

[15.3 Waivers of Signed Informed Consent Documents and Waivers of Informed Consent Elements](#) (Revised Date: March 13, 2008)

[15.5 The Informed Consent Process](#) (Revised Date: March 5, 2008)

[17.1 Children in Research](#) (Revised March 13, 2008)

[17.8 Pregnant Women, Human Fetuses and Neonates Involved in Research](#) (Revised March 13, 2008)

[18.3 \(Emergency Use of a Drug or Biologic \(Source FDA Information Sheets Guidance for Institutional Review Boards and Clinical Investigators 1998 Update\)](#) (Revised Date: March 5, 2008)

[18.4 \(Emergency Use of an Unapproved Medical Device \(Source FDA Information Sheets Guidance for Institutional Review Boards and Clinical Investigators 1998 Update\)](#) (Revised Date: March 5, 2008)

These IRB Policies can be found at the IRB website [IRB Standard Operating Policies and Procedures](#). The IRB Policies can be viewed individually or in a full version. Archived IRB Policies are also available online. For more information, call the IRB main number at 686-5667 or Tim Atkinson at 686-8845.