RESEARCH *Matters*

SUMMER 2019

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RESEARCH AROUND McLAREN

Hesham E. Gayar, MD

THE IMPORTANCE OF SCIENTIFIC REVIEWS

Scientific reviews are important to a number of people within the field of research. **Dr. Hesham Gayar**, radiation oncologist at the Karmanos Cancer Institute at McLaren Flint, believes they are "an excellent means of evaluating research and reviewing multiple studies' results within a discipline."

"These studies provide unbiased information and validate study results by understanding outcomes of other studies about the same research topic," said Dr. Gayar. "The process allows researchers and knowledge seekers to have a better understanding of the research topics through such meaningful reviews. By examining current and previous studies through complying and analyzing data, one can accelerate collection and assimilation of knowledge about a research topic or hypothesis."

Dr. Gayar also notes that "medical students, basic scientists, and medical researchers, as well as practicing physicians, can learn the best practices, grasp and comprehend new clinical data and advances in medical practice and research, and have guidance for future research through scientific reviews."

"Specifically, in the practice of oncology, scientific reviews have shaped the practice and research through narrative reviews or systematic reviews like meta-analysis of multiple study outcomes, better collective analysis, and understanding of data," said Dr. Gayar. "Such scientific reviews have fine tuned the direction of further research leading to innovations and new frontiers in oncology and have helped establish the best practices."

Scientific reviews have also been extremely vital to advancements in cancer research and treatments.

"Detailed scientific reviews of physical and biological characteristics of particle therapy and its effects on humans in cancer therapy have led to the current development of proton therapy and carbon ion therapy, said Dr. Gayar. "Such innovation and technology would not have been achieved without scientific reviews from decades of research through generations.

Scientific reviews of proton therapy and collective analysis of clinical outcomes, as well as data from clinical trials and innovations assessment in particle therapy have continued to change the evolving research and clinical practice of proton therapy.

> "THE PROTOCOL REVIEW COMMITTEE ENCOMPASSES AN ASSESSMENT OF THE SCIENTIFIC RATIONAL AND MERIT OF A PROPOSED STUDY. THIS INCLUDES REVIEW OF PROTOCOL DESIGN, SAFETY PARAMETERS, AND BIOSTATISTICAL ANALYSIS IN ORDER TO DETERMINE THAT HIGH QUALITY AND AN APPROPRIATE DESIGN HAVE BEEN INCORPORATED."
>
> **– Hesham E. Gayar, MD**

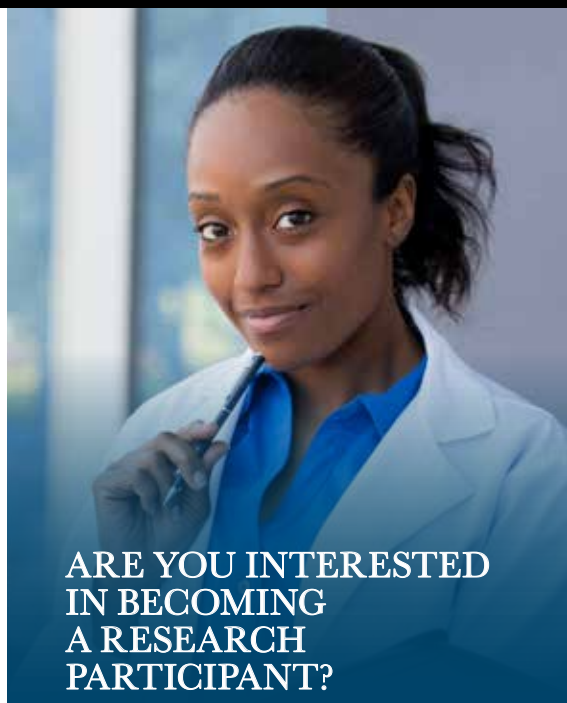
These scientific reviews help us day by day to recognize maximum opportunities to improve tumor control and reduce toxicity, leading to the best clinical applications and practices."

Another important part of scientific reviews is the involvement and approval by the Protocol Review Committee (PRC) at McLaren.

"The PRC is important because it is in charge of the evaluation of research and protocols prior to initiation of scientific evaluation of all clinical protocols and amendments proposed," said Dr. Gayar. "The PRC encompasses an assessment of the scientific rational and merit of a proposed study. This includes review of protocol design, safety parameters, and biostatistical analysis in order to determine that high quality and an appropriate design have been incorporated."

"At the PRC meetings, the committee receives a report from the Feasibility Review Committee (FRC) that looks at logistics and capabilities of doing the study at the proposed institution and evaluates financial impacts," said Dr. Gayar. "Once the FRC gives the study permission to proceed, the PRC assigns reviewers by specialty of the same proposed protocol which may include clinicians, Ph.D.'s, and scientists appropriate for the study. The Principal Investigator (PI) discusses the highlights of the study and provides a brief description. Then, the reviewers give their input on the appropriateness of the study. The committee then presents questions to the PI and reviewers about protocol and provides any objections or corrections. The committee makes a decision on the study by either requesting further information, approves the study with conditions, or denies the study. These meetings ensure the study is scientifically sound, appropriately designed, and feasible before pursing evaluation from the Institutional Review Board (IRB)."

Scientific reviews are a key instrument in the growth of research and medical technology. With these studies, the medical field can continue to build upon already established research. This will lead to advancements in medical research that may reach far beyond what we ever thought was possible.



ARE YOU INTERESTED IN BECOMING A RESEARCH PARTICIPANT?

For information on enrolling in a clinical trial please visit our website at https://www.mclaren.org/main/research-trials1.aspx . Here you will find a list of open enrolling studies at McLaren, including which hospital the research is being done at and contact information for each study.

We have enrolling studies for the following conditions (not a complete list):

- **Diabetes**
- **High Blood Pressure (Hypertension)**
- **Stroke**
- **Heart Attacks / Heart Failure / Heart Disease**
- **Kidney Diseases**
- **Lung Diseases**
- **Peripheral Artery Disease**
- **Carotid Artery Disease**
- **Mastectomy**
- **Various Cancers**
  - **Breast**
  - **Lung**
  - **Prostate**
  - **Multiple Myeloma**
- **Patients who underwent intracranial aneurysm coiling**
- **Drug study for patients with recent acute coronary syndrome**

For a complete list of conditions, please visit our website listed above.

RESEARCH AROUND McLAREN

LOCAL TEEN'S MOTIVATION TO SERVE CREATES STEM PROGRAM FOR HIGH SCHOOL STUDENTS AT KARMANOS CANCER INSTITUTE

By Patricia A. Ellis

Brian Loughery, Ph.D., physicist the Gershenson Radiation Oncology Center at Karmanos Cancer Institute in Detroit, and assistant professor at Wayne State University, shares his passion for teaching with Katie Heath (far right), creator of the FocuSSTEM NextGen program at Karmanos, and several students from Dearborn's Fordson High School. (Photo by Patricia A. Ellis)

DETROIT – Katie Heath is just 16 years old but she is no stranger to volunteering. She has been involved in numerous volunteer activities since she was a child. That's been in large part because her mother Elisabeth Heath, M.D., FACP, associate center director of Translational Sciences and leader of the Genitourinary Oncology Multidisciplinary Team at the Barbara Ann Karmanos Cancer Institute, and professor at Wayne State University School of Medicine, exposed Katie to service opportunities at a young age.

"I've been volunteering at Karmanos Cancer Institute events since I was 10 years old and feel fortunate that I've gotten to experience many opportunities through the years and meet many people. It's made me realize how fortunate I've been to experience diverse activities related to STEM and help provide resources for those impacted by cancer," said Heath.

"I also realized that many of my peers don't have those same opportunities so I wanted to create a program that would offer them an opportunity to network and hear directly from experts in the STEM field."

After several months of researching and networking, Heath created FocuSSTEM NextGen, a program that provides exposure to Science, Technology, Engineering, and Math (STEM) to interested high school students in southeast Michigan. The program allows the students to experience a one-day immersive experience at Karmanos Cancer Institute in Detroit, an academic medical center and distinguished National Cancer Institute-designated comprehensive cancer center, to further learn and open the possibility for a career in the STEM field.

Both of Heath's parents are in the medical field – her mother is a medical oncologist and her father a cardiologist – so she and her older sister have role models that encourage and exposed them to different opportunities to further their learning, both in the classroom and in the community. Heath said her cumulative experience as a volunteer helped motivate her to create the STEM program at Karmanos.

"I feel very fortunate but I also want my peers to have similar opportunities to help them succeed

and not give up on their dreams and interest in the STEM field. My hope is that this program will help students open up to the possibility of considering STEM as a career path."

In addition to working with the team at Karmanos, Heath collaborated with area high schools, including Detroit International Academy for Young Women, Frederick Douglass Academy for Young Men, Fordson High School and Avondale High School for the one-day immersion experience. In addition to the one-day experience, Heath also designed a two-week summer intensive program at Karmanos for those who want to further their exposure in STEM. There will be three two-week sessions for a limited amount of students who will be selected through an application process.

Due to her passion for encouraging students to consider a future in STEM, Heath was recently selected as the American Cancer Society's Junior Ambassador for its ResearcHERS: Women Fighting Cancer initiative in Michigan, which launched May 1. The initiative is a national movement to support women in the STEM field.

"American Cancer Society ResearcHERS ambassadors commit to sustaining women-led cancer research and inspiring a new generation of young women considering careers in science," said Jennifer Beamer, director of Community Development for the American Cancer Society.

"Katie is a shining example of what it means to be a ResearcHERS ambassador. Using her passion for STEM and her networks, she has created an incredible program to provide access and information to inspire young people to pursue careers and educational opportunities in science-related fields."

The FocuSSTEM NextGen program is complimentary to high school students. In addition to Karmanos Cancer Institute, other partner organizations include Wayne State University, the National Arab American Medical Association NextGEN and The Links Incorporated, Detroit Chapter.

"Karmanos Cancer Institute has some of the brightest minds in medicine and, as an academic cancer center, our clinical and research experts continually teach and mentor future scientists," said Gerold Bepler, M.D., Ph.D., president and CEO, Karmanos Cancer Institute.

"We are passionate about those we serve as well as discovering new therapies and procedures that can help save lives, right here in Michigan and across the globe. We are excited to encourage and inspire the next generation of clinicians and researchers to carry on this critical work."

For more information about cancer services, volunteer opportunities or other ways to support, call 1-800-KARMANOS (1-800-527-6266) or visit www.karmanos.org.

Heath, who just completed her junior year at Bloomfield Hills High School, serves as a Junior Fellow at the PuLSE Institute, and is active in numerous other activities including DECA, HOSA, and BuildOn. In addition, she is principle flutist in her school's symphony band and orchestra.

Katie Heath (blue shirt, center right), creator of the FocuSSTEM NextGen program at the Karmanos Cancer Institute in Detroit, is joined by more than 40 students from Dearborn's Fordson High School. (Photo by Timothy Haunert)

RESEARCH AROUND McLAREN

COORDINATING RESEARCH STUDIES

As Director of McLaren Center for Research and Innovation, Pamela Wills-Mertz works to develop and coordinate research studies throughout the system. Her background in program development and critical care nursing has been immensely helpful in her position as it has taught her how to understand the flow of a patient through hospital and what personnel are involved in which tasks.

> "THERE ARE STUDIES COMING UP THAT INVOLVE PHYSICIANS, MID-LEVEL PROVIDERS, CLINICAL RESEARCH STAFF, NURSING, LABORATORY, PHARMACY, RESPIRATORY THERAPY AND MORE."
>
> **– Pamela Wills-Mertz**

"I work with the MCRI managers to determine if the correct specialty services are being brought into the early phases of research study discussion," said Wills-Mertz. I have a more direct hand in the inpatient critical care studies, as I understand that patient flow and can help operationalize a complex study that involves multiple disciplines."

Research requires special coordination system dependent around the individuals involved.

"Physicians lead research as the Principal Investigator (PI) in the study. Additional physicians on a study (as well as the mid-levels) are considered sub-investigators (Sub-I's)." When research studies require coordinated efforts from multiple departments, it is essential for success to work directly with the involved departments. Obtaining the perspective of the department helps to determine what resources are needed.

"For example, I may think the pharmacy can easily store research medications and then find through discussion that storage is limited," said Wills-Mertz. "There are studies coming up that involve physicians, mid-level providers, clinical research staff, nursing, laboratory, pharmacy, respiratory therapy and more. In these types of research, we meet with each department and discuss a high-level overview of the study and their specific contribution that we are requesting. These discussions require us to know the detail of a research study early to determine if it is feasible at any given location and in any department. Once the study goes through all our regulatory processes and we begin to prepare for opening, we again work with the departments to ensure they have the correct information, education, tools and references to safely participate in this important work."

In the case where there are multiple facilities involved in a study within the McLaren system, the process must also be closely coordinated. Wills-Mertz said, "When a research study takes place at more than one McLaren facility, it can be an individual study for the site or part of a system wide study. The system wide studies have one physician PI for all of McLaren. The system level PI is responsible for the research conducted at all sites involved in the study. This requires open lines of communication between the PI and the Sub-I's. The clinical research staff

at each site are trained on the study-specific requirements."

When it comes to seeking out individuals for the studies, there are many elements involved. "The individuals involved are per department and specialty," said Wills-Mertz. For example, if we are doing a study that involves ICU nursing, I would first meet with the nursing leadership about feasibility of the study. Some studies are at specific hospitals due to a high number of patients with the condition being studied. For example, Flint is getting more involved in neuroscience research as they have a large stroke program.

A research study involves many complex steps, but coordination is essential to the success of any study.

DR. STEVE PATRICK AWARDED $2 MILLION RO1 GRANT TO STUDY, IMPROVE CISPLATIN CHEMOTHERAPY

Steve Patrick, PhD, associate professor in the Department of Oncology at the Barbara Ann Karmanos Cancer Institute and Wayne State University (WSU) School of Medicine, has secured an almost $2 million RO1 grant from the National Institutes of Health and the National Cancer Institute, for a project titled, "Novel Role of APOBEC enzymes as key mediators of cisplatin sensitivity through aberrant processing of interstrand crosslinks".

Steve Patrick

His $1,994,559 grant was effective April 1, 2019 and is good until March 31, 2024. The grant number is 1R01CA229535-01A1.

Dr. Patrick's co-investigators include Ashok Bhagwat, Ph.D., professor in the Department of Chemistry at Wayne State University; Lisa Polin, Ph.D., associate professor in Basic Science Research and director of the Animal Core Facility at Karmanos and WSU School of Medicine; and Seongho Kim, Ph.D., associate professor in Population Science/ Biostatistics at Karmanos and WSU School of Medicine.

Dr. Patrick's research notes that cisplatin and other platinum-based chemotherapeutic drugs are still the mainstay treatment for many cancers. Clinical limitations, including cancer drug resistance, continue to be a major health concern.

The goal of his research is to understand how cellular enzymes metabolize and influence the response to cisplatin treatment and to use the information gained from these studies as a potential approach to overcome cancer drug resistance. Through this understanding, Dr. Patrick and his team hope to identify patients that will respond better to cisplatin chemotherapy, as well as assist in the design of new treatment protocols in cancers.

RESEARCH AROUND McLAREN

KARMANOS RESEARCHERS RECEIVE TWO-YEAR GRANT TO STUDY GENETIC RISKS FACTORS OF PROSTATE CANCER

Cathryn Boch

Julie Boerner

Cathryn H. Bock, PhD, associate professor, and **Julie Boerner**, PhD, assistant professor in the Department of Oncology at Barbara Ann Karmanos Cancer Institute and Wayne State University (WSU) School of Medicine, have secured a two-year, $377,782 R21 grant from the National Cancer Institute and the National Institutes of Health for their research project, "Prostate Cancer Susceptibility Gene Identification in Chromosome 5 Candidate Region". The award is effective until May 31, 2020. The grant number is 12429694.

Co-investigators include Gregory Dyson, PhD, associate professor in Population Sciences at Karmanos and WSU School of Medicine, and Manohar Ratnam, PhD, professor in the Department of Oncology and member of the Molecular Therapeutics Group at Karmanos and WSU School of Medicine. Albert Levin, PhD, a genetic epidemiologist in the Department of Public Health Sciences' Division of Biostatistics at Henry Ford Health System, is also a co-investigator.

The team notes that there are well documented, marked racial disparities in prostate cancer incidence and mortality in the United States between black and white men. These disparities cannot be fully explained by differences in screening or treatment differences by race. Other environmental and biological risk factors also have not been well researched.

Drs. Bock and Boerner and their team hypothesize that racial differences in the distribution of genetic risk factors may contribute to the observed disparities. They have recently identified a region on chromosome 5q35 that is associated with prostate cancer in African-American men.

In their research study, the team proposes to examine the region in greater depth, using both gene mapping and gene function analyses. Study results will provide insight into genetic risk factors for prostate cancer that might help explain racial disparities in incidence and mortality. This could offer biological targets for reducing these disparities.

EQuIP CORNER

NAVIGATING YOUR INITIAL RESEARCH APPLICATION THROUGH THE IRB REVIEW PROCESS

Human subject research projects must be reviewed and approved by an Institutional Review Board (IRB), a committee which aims to protect the rights and welfare of both the subjects and the researchers. The most common questions to the McLaren Health Care (MHC) IRB are, "After I submit my application how long does it take for an IRB approval?" and "Why is it taking so long?" Various factors influence the length of time necessary for IRB approval, including the quality of the application, current volume of submitted applications under review, and the type of review. We process expedited review and exempt studies on a rolling basis. Full board studies are placed on the IRB agenda to be reviewed at the convened IRB meeting.

Researchers may not be aware until they want to submit an application to the IRB that certain preliminary steps must be completed before the IRB can begin reviewing a research application. To help you prepare, a new Initial Submission Checklist* is available to assist you in verifying readiness for IRB application submission and expedite your protocol to be reviewed by the McLaren Health Care IRB.

Questions to Ask Yourself Before Submitting to the IRB

Does your research project require IRB review? Activities that meet the regulatory definition of "human subjects research" must be reviewed by the IRB. Human subject research determination is obvious for drug or device studies or prospective interventional studies; however, it may not be that obvious for other research projects such as quality improvement projects.

If you are not sure your project meets the definition of human subject research, researchers must submit a non-human subject determination form* to the IRB. According to the Graduate Medical Department all medical residents must submit a non-human subject determination form to the IRB. Only the MHC IRB makes the determination whether an activity constitutes research involving human subjects. No other department or individual including the investigator or advisors can make this determination. Projects determined "not human subject research" do not require IRB oversight but may require other approvals, such as institutional privacy officer review within your institution.

Be aware that all proposed research activities must be submitted to the MHC IRB for review and approval. *The IRB cannot approve projects retroactively, nor can the researcher begin any human subject research activity prior to IRB approval.*

> "CERTAIN PRELIMINARY STEPS MUST BE COMPLETED BEFORE THE IRB CAN BEGIN REVIEWING A RESEARCH APPLICATION."

Are you eligible to serve as Principal Investigator (PI)? Only individuals who are affiliated with McLaren Health Care can serve as principal investigator on a research

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EQuIP CORNER

NAVIGATING YOUR INITIAL RESEARCH APPLICATION THROUGH THE IRB REVIEW PROCESS

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project. Affiliation include those who are employees or agents of McLaren, faculty and physicians with hospital privileges. Besides eligibility the expectations of a principal investigator include:

- The Principal Investigator is qualified by education, training and experience to personally conduct and/or supervise the research described in the protocol.
- The Principal Investigator has completed all applicable institutional credentialing processes.
- The Principal Investigator has sufficient resources to carry out this research as proposed.
- The protocol is scientifically valid and employs research procedures which are consistent with sound research design.
- The Principal Investigator will conduct the protocol in accordance with applicable laws, standards and institutional policies governing human subject research.

According the McLaren GME Department mandate no medical residents can serve as principal investigator on a research study. Any medical resident who has questions about this mandate should contact the GME office directly. All others who have question about PI eligibility should email the IRB at hrpp@mclaren.org or call our office at (248) 484-4950.

Have you completed mandatory research training? Mandatory Human Subjects Research (HSR) training must be completed via the Collaborative Institutional Training Initiative (CITI) program*. Training is required for any research personnel who:

- obtains information about living individuals by intervening or interacting with them for research purposes;
- obtains identifiable private information about living individuals for research purposes;
- obtains the voluntary informed consent of individuals to be subjects in research; and/or
- is studying, interpreting, or analyzing identifiable private information or data for research purposes.

In addition to human subjects training all investigators and academic advisors must complete CITI Conflict of Interest (COI) Training. If the PI has not completed required training application will be deemed incomplete and cannot be processed for IRB review. Before the IRB will approve a new research protocol all research personnel listed on the study must have completed all required training.

Does your research also require review and/or approval by other committees, groups or individuals? Depending on the status and type of your research, your study may require review or consideration by committees/groups/individuals at MHC separate from IRB review.

Some of these committees/groups/

individuals review the study before submission to the IRB, while others will review it concurrently or after IRB approval. This includes Feasibility Review Committee and Protocol Review Committee who review all industry sponsored and prospective interventional studies prior to IRB submission. Ph.D. or academic advisors must provide a preliminary review of all medical resident studies before IRB submission.

If an investigator discloses a potential conflict of interest (COI) with the initial application or later after the study starts, the Research Conflict of Interest Committee may have to review the COI before the IRB can approve the study. Your project may require registration on ClinicalTrials.gov*. Please familiarize yourself with any additional review requirements and contact the committee/individual directly with questions. These committees will have application and timeline requirements separate from those of the IRB.

Do you plan to utilize other

hospital departments to assist with your research project? If your research project requires the resources or assistance of another hospital department to conduct your research protocol(i.e. the imaging department perform the x-ray or ultrasound or medical records department running a report) the IRB requires that the PI obtain the applicable department manager signature on a "Project Impact Statement* form. These documents can sometimes take time to get, so plan accordingly.

Do you plan to conduct your research at a non-McLaren site or in conjunction with study team members not affiliated with McLaren Health Care? If yes, contact the IRB to review the process of conducting research with unaffiliated institutions or unaffiliated research personnel.

Creating Your Application in eProtocol

IRB applications for chart review, exempt, expedited or full-board studies are created in eProtocol. eProtocol is the MHC IRB online document management system used to receive and process IRB submissions and reviews. Visit our website for instructions to obtain eProtocol access. IRB Analysts are available to provide eProtocol group training and/or one-on-one training.

Along with completing the eProtocol application, you must attach all applicable study materials listed on the Initial Submission Checklist*: documents, advertisements, etc. Do not submit the checklist to the IRB with the eProtocol system.

The only application not processed in eProtocol is the human subject determination form. This form is submitted directly to hrpp@mclaren.org.

Study Application Tips:

- Provide the requested information applicable to your study
- Proof-read the entire application, checking for clarity, completeness and consistency throughout.
- If your application started with a copy of a previous study, pay careful attention to ensure that any remnants of the original study have been removed and replaced with details about the new study. Leftover references to procedures and risks from other studies are a common cause for confusion and delays in processing your application.
- Use most current template and forms available on the website. Do not use a template or form you previously completed and saved on your computer as forms are routinely updated to comply with changing processes and regulations.
- Use version dates or version numbers in the footer & file name to track your documents and update them when submitting revisions using the tracked changes

Informed Consent Form (ICF) Tips:

- Write the consent forms using the IRB template format. (Follow the Informed Consent Instruction sheet at the beginning of the template)
- Use simple 10th grade or lower level language.
- Define all medical and technical terms and acronyms.
- Carefully proofread & spell check the consent forms carefully.
- Submit clean versions of documents unless updates are being made at the suggestion of the IRB. In this case make sure to "click" the track change function in Microsoft® Word.

Ask questions – The IRB staff welcomes your questions and can help before and throughout the IRB review process! Protocol and consent templates are available on our website along with resources to help navigate your research project. Don't forget other available support such as the GME Department for medical

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* WHO TO CONTACT AND WHERE TO FIND INFORMATION

Contacting the IRB

- **To speak to an IRB Analyst within the Research Administration Department, please call 248-484-4950 or email hrpp@mclaren.org**

Website Information:

- **Initial Submission Checklist, Forms, templates, guidance documents and policies: https://www.mclaren.org/main/research-guidance1.aspx**
- **eProtocol access instructions: https://www.mclaren.org/main/research-e-protocol1.aspx**
- **Mandatory training: https://www.mclaren.org/main/research-education-training-and-resources.aspx**
- **Clinicaltrials.gov: https://clinicaltrials.gov/ct2/manage-recs/how-register**
- **Feasibility and Protocol Review Committees: Contact PRC coordinator at mcri@mclaren.org**

EQuIP CORNER

NAVIGATING YOUR INITIAL RESEARCH APPLICATION THROUGH THE IRB REVIEW PROCESS

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residents or McLaren Center for Research and Innovation.

SUBMITING YOUR APPLICATION in eProtocol

To expedite your approval process your applications should be complete and "review-ready" when first submitted to the IRB.

Do a final check for completeness. Proofread the submission to eliminate any inconsistencies between sections or between the application and attachments. Turning in a complete submission package to the IRB will help reduce the turnaround time for your review. Utilize the initial submission checklist to help you with your final check.

What to Expect After Submitting Your IRB Submission Through eProtocol

At the IRB office, we are working diligently to move the researcher through the IRB process in an efficient manner. The process usually begins with a check-for completeness review, when the IRB analyst checks to ensure that all needed documents are attached to the submission, signed by all the appropriate parties, and that the electronic application document is filled out correctly and completely. If necessary, the researcher may be asked questions and/or directed to provide additional information. Failure to respond promptly to these questions further delays the approval time line.

> "THE IRB's ABILITY TO CONDUCT A TIMELY REVIEW OF YOUR RESEARCH IS DEPENDENT ON THE QUALITY OF YOUR SUBMISSION."

Submissions which pass this *check-for-completeness review* are then forwarded to the IRB for review. The IRB will review the submission and may also request clarifications. Try to respond promptly to their questions. When all inquiries are addressed the protocol moves to the next step.

Unfortunately, many submissions fail to meet the initial requirements of *check-for-completeness review* and therefore are returned to the researcher for adjustments before being assigned to the IRB for review.

When submissions are returned to the researcher multiple times and forward progress halts, it impedes and negatively impacts the IRB office's efficiency to render an approval due to the additional time and effort spent re-reviewing the researcher's submissions.

Common reasons for delayed application processing and IRB approval

- Human Subjects training is not complete or current
- Graduate Medical Education requirements missing, i.e. human subject determinations, confirmation of scientific and scholarly validity, required signatures
- Missing required documents, i.e. missing protocol, informed consent form, data collection forms, signed assurance page, etc.
- Consent documents incomplete, i.e. lack required regulatory elements, grade level to high
- Failure to provide sufficient information
- Missing ancillary committee reviews, i.e. Protocol Review Committee
- Missing or incomplete responses on submission application
- Delayed response to IRB analyst or IRB questions for clarification or missing information
- Plans for protecting privacy of participants and maintaining confidentiality of their data is inadequate
- Information on the submission application is inconsistent the ICF, protocol document, and other supporting document

While Your Submission is Under Review

The IRB will keep you informed of any requests or determinations from the IRB reviewer(s) through email. If you receive a request for more information, clarification, and/or revisions and you are not sure how to

respond, please contact the IRB for assistance.

Be responsive and communicate promptly with the IRB to facilitate the review process. IRB requests for clarifications and modifications should be responded to within 30 days to remain under IRB consideration. *The eProtocol system will automatically notify the PI if pending studies exceed 30 days without a response or communication. After 60 days the study will be administratively withdraw from IRB consideration.* Once withdrawn, proposed research needs to be submitted as a new study submission. If you need more time to revise your research materials and/or gather the requested information or materials, please inform the IRB staff and request an extension as needed. *It is the researcher's responsibility to meet the requirements of the IRB.*

FINAL TIP

Plan Ahead

Do not wait until the last minute to submit research application. Graduating medical residents should not wait a few months before completing their residency to submit a research project to the IRB. Investigators frequently request that the IRB expedite a review. In general, studies are reviewed in the order in which they are received. The current volume of submissions precludes pulling items out of the queue unless it is a true emergency that will adversely affect study subjects. Reviewing studies out of order means that other investigators' submissions will not receive timely review. Investigators who believe that their submission requires immediate processing should contact the IRB Office and provide justification and a description of the specific circumstances.

In conclusion, remember that the foremost charge of the IRB is to protect the rights and welfare of research participants. The principal investigator is responsible for ensuring that their human subjects research has received all necessary approvals and is conducted in compliance with applicable laws, federal regulations and MHC policies and procedures. A PI should allow plenty of time to ensure IRB approval will be received prior to initiating the research protocol. Submission of an application is not approval. The IRBs ability to conduct a timely review of your research is dependent on the quality of the submission.

This article focuses only on the initial application process. Once your study is approved, you will need to submit an IRB application for any modification to your protocol, continuing review application to renew your study, protocol violation reports and final report. Please see our policies on these additional applications.

BROWN BAG SERIES

UPIRSO's What Do I Need to Know?
September 10, 2019 12:00-12:45
LIVE WEBINAR

HUD/HDE's: An Overview
December 10, 2019 12:00-12:45
LIVE WEBINAR

To register contact Marybeth McCarthy at 248-484-4987 or Marybeth.mccarthy@mclaren.org.

UPCOMING RESEARCH EDUCATION

MAGI Clinical Research Conference – 2019 West
Las Vegas, NV
October 27-30, 2019

SOCRA 28th Annual Conference
San Antonio, TX
September 27-29, 2019

ACRP 2020
Seattle, WA
May 1-4, 2020

2020 AAHRPP Annual Conference
Baltimore, MD
May 19-21, 2020

FACULTY, FELLOWS & RESIDENTS
SCHOLARLY ACTIVITY NEWS

THE IRB AND THE SARC AND THEIR APPLICATION FORMS; THE PHDS ARE YOUR BEST FRIENDS

Carlos F. Rios-Bedoya, ScD

Institutional Review Boards (IRBs) origins are traced back to the many of unethical studies conducted throughout human history. Two of the many unfortunate examples are the Nazi experiments with Jews and the Tuskegee syphilis study with African Americans. These unethical studies prompted the federal government to step in and developed a series of regulations to guide biomedical and behavioral research involving human subjects. These regulations were greatly influenced by the Belmont Report in 1979 which in turn led to what is currently known as the "Common Rule" originally developed in 1991 and recently updated in 2018. As usual, the federal government provides the regulations but is left to each institution the manner in which they are implemented. Nevertheless, federal regulations also require that IRBs should be independent bodies within institutions to avoid or prevent undue influences on their decisions.

McLaren Health Care has a single IRB that is responsible to review all scholarly activity from McLaren staff for compliance with the Common Rule before it is actually conducted.

To meet its responsibility, the IRB has established a standardized process that needs to be followed together with several forms that are required to be completed as part of this process.

Determination of Human Subjects Research

The first of those forms is the "Request for Determination of Human Subjects Research". As the name implies, the IRB needs to determine if the proposed scholarly activity meets the federal definition of human subject research and thus falls under the IRB jurisdiction and monitoring.

This form is the first interaction of the investigator with the IRB and the best way to make this interaction a successful one is to consult with the subsidiary PhD.

Interacting with the IRB for the first time is like interacting with the Internal Revenue Service (IRS); high levels of anxiety and uncertainty. To lower those levels, it is highly recommended that you:

1st. Carefully read and follow the instructions.

When you complete your tax return you

should carefully read and follow the instructions; you don't want your tax return filing denied or rejected because of errors. Same with the IRB, you don't want your forms return because of lack of information or errors when filling the forms.

2nd. If you have questions or are not sure about the instructions consult an expert.

If your tax return is too complicated or the language in the instructions is difficult to understand you consult with or hire an accountant. Similarly, some of the terms in IRB forms might be unfamiliar or have a unique meaning that is hard to understand. Thus, you consult a PhD which is the person most familiar with and knowledgeable about these forms' terminology, regulations and processes.

3rd. Avoid unnecessary auditing.

Finally, nobody wants an auditor from the IRS reviewing your tax returns, and possibly delaying your tax refund. Similarly, no researcher wants an IRB analyst auditing your scholarly project and delaying the start of your scholarly activity. Once again, consult the PhD to increase your chances of a successful IRB application.

In summary, before completing any IRB forms consult with a PhD. Each subsidiary has at least one PhD assigned for residents/fellows/faculty. This professional will not only provide sound advise on how to complete these forms but also guide you through the whole scholarly activity stages. They are a valuable resource readily available to all McLaren residents/ fellows/ faculty.

SARC – When the IRB determines that your project is Non-Human Subjects Research

If the IRB determines that the scholarly activity proposed is non-human subjects research (e.g., meta-analysis, secondary data analysis of publicly available data, simulation studies, etc.) based on the "Common Rule", the proposed protocol gets routed or should be submitted to the McLaren Scholarly Activity Review Committee (SARC). The SARC has its own forms that residents/fellows/faculty should complete and submitted to conduct a scientific and feasibility review of protocols. As with the IRB, chances of a successful interaction with the SARC are greatly increased if a PhD is consulted on how to complete the forms and follow the scholarly activity stages process. Another important reason to consult with the PhD is that they know what is the most up to date version of the forms and the latest information on revisions or changes to the scholarly activity stages.

Do Not Collect data before receiving a letter of approval from the IRB or the SARC

It is of utmost importance NOT to collect data, abstract data from medical charts, interview or contact subjects until the residents/fellows/ faculty receive a letter of approval from either the IRB or SARC. Failure to do so is considered a non-compliance violation under federal regulations ("Common Rule") that is subject to severe penalties to the PI and the institution. Forms and instructions for the IRB can be found on its webpage at https://www.mclaren.org/main/research-irb-forms1.aspx and for the SARC on NewInnovation.

In the Division of Scholarly Inquiry, we have a commitment and responsibility to expedite and facilitate scholarly activity productivity for McLaren residents, fellows, and faculty. For additional information contact Dr. Carlos F. Ríos-Bedoya at carlos.rios@mclaren.org

REVISED COMMON RULE UPDATE

Posting Informed Consents

As required by the revised common rule, effective January 21, 2019, for each clinical trial conducted or supported by a Common Rule department or agency - the awardee or the Federal department or agency component conducting the trial must post one consent form that has been used for enrolling participants on a publicly available website "after the clinical trial is closed to recruitment, and no later than 60 days after the last study visit by any subject."

Two federal websites available for satisfying this posting requirement are: www.clinicaltrials.gov and www.regulations.gov. Posting to only one website is required. Go to the OHRP website (https://www.hhs.gov/ohrp/regulations-and-policy/informed-consent-posting/index.html) for information and step by step instructions regarding the posting of clinical trial consent forms.

ANNOUNCEMENTS AND WHAT'S NEW

Quinn Warwick

McLaren Research Administration is pleased to announce the appointment of **Quinn Warwick** to the position of Research Financial Analyst. Quinn comes to us from Karmanos Cancer Institute's Post Award Department. He brings with him a wide scope of research accounting experience. Quinn has earned a Bachelor's degree in Business administration with a minor in accounting from Wayne State University, Mike Ilitch School of Business.

Pamela Wills-Mertz

Pamela Wills-Mertz, MSN RN is the new Corporate Director of MCRI. She is a registered nurse with extensive clinical knowledge and program development experience. Pam joins us from McLaren Lapeer Region, where she held various positions over the past eight years. Most recently, she was the Director of Critical Care and Trauma Services. During her tenure with McLaren, Pam was awarded the Outstanding Healthcare Champion award for her pivotal role in development of the Lapeer trauma program. She holds a Master of Science Degree in Nursing with a clinical leadership focus from the University of Arizona. In her new role at MCRI, Pam will be responsible for all administrative operations of non-oncology research, as well as system level strategies to grow and develop the non-oncology McLaren research portfolio.

Carol Wells

Karmanos Cancer Institute (KCI) is pleased to announce the promotion of **Carol Wells** to the position of Clinical Research Coordinator II. Carol provides clinical trial support at Karmanos Cancer Institute at McLaren Bay Region. Congratulations Carol!

Sarah Salich

Karmanos Cancer Institute (KCI) is pleased to announce the promotion of **Sarah Salich** to the position of Clinical Research Coordinator II. Sarah provides clinical trial support at Karmanos Cancer Institute at McLaren Flint. Congratulations Sarah!

Joanne Mancini

Karmanos Cancer Institute (KCI) is pleased to announce the promotion of **Joanne Mancini** to the position of Director, Research Nurse and Study Coordination at the Karmanos Cancer Institute Clinical Trials Office. Congratulations Joanne!

Sarah Bigelow

Karmanos Cancer Institute (KCI) is pleased to announce the promotion of **Sarah Bigelow** to the position of Manager, Operations at the Karmanos Cancer Institute Clinical Trials Office. Congratulations Sarah!

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