

University of New Mexico Health Sciences Center
Department of Emergency Medicine Office of Research

Intra-Departmental Review of HRRC Applications

The HRRC requires intra-departmental pre-review of all HRRC applications. The number of HRRC applications from the Department of Emergency Medicine is increasing, and it is necessary to maintain a system for tracking HRRC applications. Beginning June 15 2008, the Department of Emergency Medicine will use the following process:

- All HRRC applications in need of intra-departmental review will be submitted to the Research Office Administrative Assistant. The complete application should be submitted.
- The Administrative Assistant will assign the HRRC application to one of the departmental reviewers (appointed by the Chairman) on a rotation basis, with the expectation that the review will be accomplished within 2 business days.
- If the reviewer cannot complete the intra-departmental review within 2 business days, he or she should notify the Administrative Assistant immediately, and the application will be re-assigned to another reviewer.
- The reviewer will notify both the Administrative Assistant and the Principal Investigator of any deficiencies or concerns about the application. Any corrections or revisions will be evaluated by the same reviewer.
- Once the reviewer is satisfied with the application, he/she will sign the intra-departmental review form and give it to the Administrative Assistant. If the reviewer is away from the main office, he/she may ask the Department Chairperson, the Research Director, or Associate Research Director to sign on his/her behalf.
- The Research Office will submit the entire application to the HRRC on behalf of the Principle Investigator. A copy of the entire application will be maintained in the Research Office files.

Currently, the following Department of Emergency Medicine personnel are approved to act as reviewers (this list may be amended by the Chairman of the Department).

Primary Reviewers:

Cameron Crandall, Judith Brillman, Amy Ernst, Steve Weiss, Lynne Fullerton, Lawrence Brown

Alternate Reviewers:

Michael Richards, David Doezema