

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

Renewal and Closeout of HRRC Applications

The HRRC requires approved HRRC protocols to be renewed or closed out annually, with all paperwork submitted at least 30 days prior to the protocol expiration date. The number of HRRC protocols from the Department of Emergency Medicine is increasing, and it is necessary for us to maintain a system for tracking HRRC renewals and close outs. Beginning June 15, 2008, the Department of Emergency Medicine will use the following process:

- The Research Office will notify all Principal Investigators at least 60 days prior to the expiration of their HRRC approved protocol. **HOWEVER, IT IS THE RESPONSIBILITY OF THE PRINCIPAL INVESTIGATOR TO KNOW THE STATUS OF THEIR PROTOCOL, INCLUDING EXPIRATION DATES.**
- The Principal Investigator will be responsible for submitting the close out or renewal paperwork for their HRRC protocol to the Department of Emergency Medicine Research Office at least 45 days prior to the expiration date.
- If an investigator does not submit the required renewal paperwork to the Department of Emergency Medicine Research Office at least 45 days prior to the expiration date of the trial, enrollment in the trial will be suspended.
- All close out or renewal paperwork will be submitted to the HRRC by the Department of Emergency Medicine Research Office.
- Principal Investigators who consistently do not submit their HRRC renewals or closeouts in a timely manner, or who attempt to circumvent the Department of Emergency Medicine Research Office by making submissions directly to the HRRC, will have this addressed by the Department Chairman during their semi-annual review process and they risk a significant deduction from their incentive pay.