March 9, 2020

MEMORANDUM

TO: The University Research Community

FROM: Thomas O. Obisesan, MD, MPH, FAAFP
       Associate Vice President for Regulatory Research Compliance and
       Designated Institutional Official

SUBJECT: The Office of Regulatory Research Compliance (ORRC) will close during the
         Spring Break

The Office of Regulatory Research Compliance (ORRC) will be closed beginning Friday, March 13, 2020 at 5:00pm. The office will reopen on Monday, March 23, 2020. In preparation for the break, please note the following information:

The break does not alter the Institutional Animal Care and Use Committee (IACUC); Institutional Biosafety Committee (IBC); or Institutional Review Board (IRB) meeting schedules or deadlines for submission. During the spring break, Investigators may submit completed and signed applications for review via email to:

- Medical IRB - IRB-medical.orrc@howard.edu
- Non-Medical IRB - IRB-nonmedical.orrc@howard.edu
- IACUC - IACUC.orrc@howard.edu
- IBC - IBC.orrc@howard.edu
- Excluded Research - Exclusions.orrc@howard.edu
- General Communication - theorrc@howard.edu
- MTA - MTA.orrc@howard.edu

Review of applications will not occur during this period, but they will be processed for review after the ORRC reopens on March 23, 2020.

Please note: email is the preferred method of communication during the break.