

Office of Regulatory Research Compliance

March 1, 2021

MEMORANDUM

TO: The University Research Community

FROM: Thomas O. Obisesan, MD, MPH Thomas O. Obisesan, MD, MPH Digitally signed by Thomas O. Obisesan, MD, MPH
Date: 2021.03.02 15:57:05 -0500
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 ORRC will be closed beginning Friday, March 5, 2021, at 5:00 pm and reopen on Monday, March 15, 2021.

Important Note: The spring 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 because the winter break was considered in the planning the year's schedule.

Whereas, investigators may continue to submit complete applications via email during the break; expedited, exempt, exclusion, and designated member review of applications will **not** occur during this period. They will be processed when the ORRC reopens on Monday, March 15, 2021.

If you should have any protocol-related issues needing attention before the break, please contact the ORRC as soon as possible.

As previously noted, email is the preferred method of communication during the break. Please use the following email addresses to communicate with the ORRC as appropriate:

IRB-medical.orrcc@howard.edu- **Medical-IRB (Medical Institutional Review Board)**
IRB-nonmedical.orrcc@howard.edu- **Non-Medical IRB(Non-Medical Institutional Review Board)**
IACUC.orrcc@howard.edu -- **IACUC (Institutional Animal Care and Use Committee)**
IBC.orrcc@howard.edu – **IBC (Institutional Biosafety Committee)**
Exclusions.orrcc@howard.edu - **(Excluded Research)**
MTA.orrcc@howard.edu – **MTA (Material Transfer Agreement)**
COI.orrcc@howard.edu -- **COI (Conflict of Interest)**
Theorrcc@howard.edu -- **For general communications or to report compliance issues/concerns**

