

# HOWARD UNIVERSITY

Office of Regulatory Research Compliance

November 21, 2017

## MEMORANDUM

TO: The University Research Community

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

Subject: The Office of Regulatory Research Compliance (ORRC) will close during the Winter Break

The ORRC will be closed beginning Friday, December 15, 2017 at 5:00pm, and reopen on January 2, 2018.

**Important Note:** The winter 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, given that the winter break was considered in the planning of the upcoming year's schedule.

Whereas, investigators may continue to submit completed 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 Tuesday, January 2, 2018.

If you should have any protocol related issues that need to be resolved prior to the break, please contact the ORRC as soon as possible.

As previously noted, email is the preferred method of communication during the break. Please visit our website [www.orrchoward.com](http://www.orrchoward.com) for the appropriate submission email addresses.

