

HOWARD UNIVERSITY

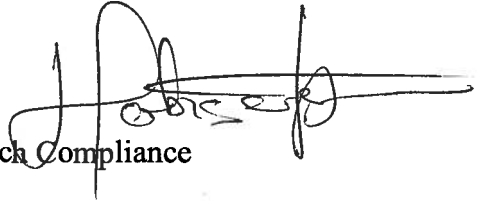
Office of Regulatory Research Compliance

February 24, 2014

MEMORANDUM

TO: All Investigators and Research Personnel

FROM: Thomas O. Obisesan, M.D., MPH, FAAP
Associate Vice President for Regulatory Research Compliance
Designated Institutional Official



**RE: ELECTRONIC APPLICATION/COMMUNICATION AND SUBMISSION
to the OFFICE of REGULATORY RESEARCH COMPLIANCE (ORRC)**

In an effort to streamline our processes, and to better serve you; we request that all application materials and correspondence with the ORRC be directed to the attention of the following:

- **Medical Institutional Review Board (IRB):** Robert L. Copeland, Ph.D. (Chair of the Medical IRB).
- **Non-Medical Institutional Review Board (IRB):** Alfonso Campbell, Ph.D. (Chair of the Non-Medical IRB)
- **Institutional Animal Care and Use Committee (IACUC):** Thomas Heinbockel, Ph.D. (Chair of the IACUC)
- **Institutional Biosafety Committee (IBC):** Stanley Tai, Ph.D. (Chair of the IBC)

Please, note that the committee Chairs are acting on behalf of the ORRC, and do not have personal assistants. As it is the case with other ORRC functions, we emphasize that all protocol-related communications with the Chairs, be channeled through the ORRC online submission portal: www.howard.edu/ORRC. In the event that the portal is down, or you experience difficulty in transmitting your submission(s), you may direct your communication(s) through the ORRC email: theorrc@howard.edu. We highly discourage the use of individual staff email for these communications as this may cause significant delays in processing your request.

Thank you for your cooperation.

