

# Institutional Review Board

Primarily interested in human subjects research

Concerns ethical practice, safety and privacy

Federal and State Compliance

Requires Training

# Columbia Undergraduates

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# Barnard Undergraduates

Need to fill out the student form found at:

[http://barnard.edu/sites/default/files/student\\_as\\_pi.pdf](http://barnard.edu/sites/default/files/student_as_pi.pdf)

on this website for students:

<http://www.barnard.edu/provost/research-professional-development/irb>

Send this to:

Lisa Son

Associate Professor

[Ison@barnard.edu](mailto:Ison@barnard.edu)

# Institutional Review Board

Columbia University Medical Center IRB – Columbia University Medical Center

3/6/14 10:20 AM



## INSTITUTIONAL REVIEW BOARD

Human Subjects Review Committee



[Home](#) [For Research Subjects](#) [About the HRPP / IRB](#) [Contact Us](#) [Submitting a Protocol](#) [Maintaining IRB Approval](#)

### **About the Human Research Protection Program (HRPP) / Institutional Review Board (IRB)**

#### **Purpose / Scope / Responsibilities**

Columbia University has implemented a comprehensive Human Research Protection Program (HRPP), which is under the leadership of the Executive Vice President for Research. The program is charged with the responsibility of ensuring that all human research studies conducted by Columbia faculty, employees, and staff are conducted ethically and in a manner that promotes the protection of participants in research. In accordance with institutional policy, all such research must not only be in compliance with state and federal regulations, but must also meet or exceed the standards of accreditation as set forth by the Association for Accreditation of Human Research Protection Programs (AAHRPP).

The Columbia HRPP is composed of all entities, offices, and individuals engaged in and/or responsible for the review and conduct of human research at Columbia University (CU), and New York Presbyterian Hospital (NYPH). CU has two Federalwide Assurances (FWAs): one for the main campus at Morningside and one for Columbia University Medical Center (CUMC). NYPH has its own FWA and is a separate legal entity from CU. Although these are three separate legal entities, one HRPP is responsible for all human research conducted at any of these three locations, or by their faculty, employees, or staff regardless of location.

For more information, follow this link to the [Executive Summary of the Human Research Protection Program](#).

#### **IRB Roster and Meeting Schedule**

<b>Columbia University (Morningside) IRB</b>	<b>Columbia University Medical Center IRB</b>
<a href="#">2014 January - June Schedule</a>	<a href="#">2014 Meeting Schedule</a>
<a href="#">CU IRB Roster</a>	CUMC IRB Rosters: <a href="#">IRB 1</a> , <a href="#">IRB 2</a> , <a href="#">IRB 3</a> , <a href="#">IRB 4</a> , <a href="#">IRB Exp</a>

#### **Quality Improvement Program**

The IRB conducts quality improvement initiatives to evaluate and strengthen the quality of our human research protection program. The primary purpose of these initiatives is to increase the efficiency of our performance and ensure compliance with federal regulations for the protection of human subjects in research.

#### **Compliance Oversight**

# Institutional Review Board

Columbia University Medical Center IRB – Columbia University Medical Center

3/6/14 10:31 AM



## INSTITUTIONAL REVIEW BOARD

Human Subjects Review Committee



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### Columbia University Human Research Protection Program

#### Education & Training

#### **Required Training:**

#### **Human Subjects Protection**

[Columbia Human Subjects Protection Training Program](#)

[Human Subjects Protection Training Update: Requirement for Continuing Education](#)

[CITI Requirement](#)

[Program Overview](#)

Before a protocol will be approved by a CU IRB, the PI must review the Human Subjects Protection Training course and receive a passing score of 80 or greater on the relevant exams. Research personnel other than the PI who have contact with subjects, contact with confidential study data, or are otherwise engaged in the research (i.e., key personnel) must also complete training in the protection of human subjects prior to participation in the research.

Effective October 20, 2010, there is a requirement for refresher training to be completed every 3 years. In addition, all research personnel who have previously completed the CUMC Good Clinical Practices Courses or the Morningside Human Subjects Training Course must complete the CITI Human Subjects Protection Training Program no later than March 31, 2011.

For more information on the Human Subjects Protection training requirement, click see our [FAQs](#).

<https://www.rascal.columbia.edu/login/tc0087/>

[Columbia Human Subjects Protection Training Program](#)

[Human Subjects Protection Training Update: Requirement for Continuing Education](#)

[CITI Requirement](#)

[Program Overview](#)

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<https://www.rascal.columbia.edu/login/tc0087/>

### **HIPAA Privacy Training**

Key personnel who will be conducting research involving Protected Health Information (PHI) must also complete the online HIPAA (Health Insurance Portability and Accountability Act) training course prior to participation in the research.

<https://www.rascal.columbia.edu/login/tc0019/>

### **Research with Minors**

If the study population includes children, completion of the CITI Biomedical Research with Minors module is required.

### **Additional Training Opportunities:**

#### **IRB-Investigator Meetings**

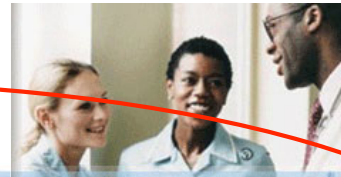
The IRB-Investigator Meetings provide regular educational opportunities that address current human subjects protection topics.

# HIPAA



**COLUMBIA UNIVERSITY  
MEDICAL CENTER**

*Health Insurance Portability  
& Accountability Act (HIPAA) Information*



## HIPAA Home

### Office of HIPAA Compliance

Columbia University Medical  
Center  
630 West 168th Street,  
Box 159  
New York, NY 10032  
Tel: (212) 342-0059  
Fax: (212) 342-5173

Karen Pagliaro-Meyer  
Privacy Officer  
[kpagliaro@columbia.edu](mailto:kpagliaro@columbia.edu)

Information Security Policies &  
Procedures

### Policies & Procedures

[Accounting for Disclosures](#)

[Authorization to Disclose  
Medical Information](#)

[Breach Notification](#)

[Business Associates](#)

[Email Policy](#)

[Fax](#)

## Health Insurance Portability & Accountability Act (HIPAA) Information

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") provides comprehensive guidance for patients including their privacy rights concerning the use or disclosure of their medical information. These rights are described in detail in the Notice of Privacy Practices.

### Notice of Privacy Practices

- [Notice of Privacy Practices \(NPP\)](#)
  - [Notice of Privacy Practices \(Spanish\)](#)
- [Patient Acknowledgement Form](#)
  - [Patient Acknowledgement Form \(Spanish\)](#)

### HIPAA Forms

- [Authorization to Release Medical Information \(Legal\)](#)
  - [Authorization to Release Medical Information \(Legal\) \(Spanish\)](#)
- [Business Associate Agreement](#)
- [Confidentiality Agreement](#)
- [HIPAA Fax cover sheet](#)
- [Important Information About Patient Email](#)
- [Patient Request for Email Communications](#)

### Training

All CUMC employees must complete mandatory HIPAA training. All staff receive HIPAA training during welcome program/orientation.

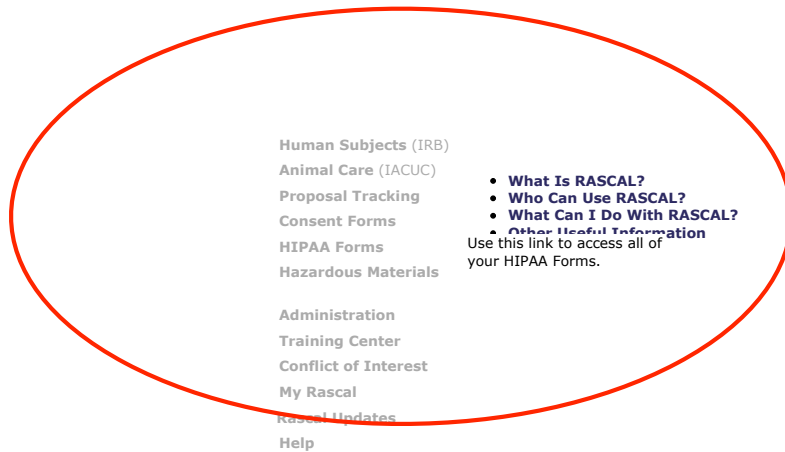
### HIPAA Education Material

- [HIPAA & HITECH Briefing - Privacy and Information Security 2013](#)
- [HIPAA & HITECH Briefing Information Security and Privacy 2013 - Video \(UNI required\)](#)
- [HIPAA & HITECH Briefing - Information Security and Privacy 2012](#)
- [HIPAA & HITECH Briefing Information Security and Privacy 2012 - Video \(UNI required\)](#)
- [Welcome Program 2013](#)

# Rascal

Columbia University's RASCAL – Research and Compliance Administration System

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Human Subjects (IRB)  
Animal Care (IACUC)  
Proposal Tracking  
Consent Forms  
HIPAA Forms  
Hazardous Materials

- [What Is RASCAL?](#)
- [Who Can Use RASCAL?](#)
- [What Can I Do With RASCAL?](#)
- [Other Useful Information](#)

Use this link to access all of your HIPAA Forms.

Administration  
Training Center  
Conflict of Interest  
My Rascal  
Rascal Updates  
Help

Columbia UNI Login:

Log in

[Forgot Your Password?](#)  
[How do I get an account?](#)

#### External Links:

**Columbia University**  
[Homepage](#)

[Columbia University Research](#)

[CU Information Technology](#)

[CU Grants Management Application \(InfoEd\)](#)

[Global Support](#)

#### Note:

- Do not open more than one RASCAL browser window at the same time.
- Please disable any [Pop-up Blockers](#) and enable [JavaScript](#) & [Cookies](#).
- This system will log you out after approximately one hour of [inactivity](#). Please save your work often.

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Columbia University Information Technology  
615 West 131st Street, 5th Floor  
Mail Code: 8750  
New York, NY 10027  
Phone: (212) 851-0213



# Useful Web Resources

<http://www.columbia.edu/cu/irb/>

<http://www.cumc.columbia.edu/hipaa/>

<https://www.rascal.columbia.edu>