



STANDARD OPERATING PROCEDURES

INDEX

	Section #
Access of Records by Auditors	11
Archiving Changed SOP's	24
Adverse Event Flowchart	15
Audits-Sponsor and/or Regulatory (FDA)	20
Calibration of Equipment	11
Certificate of Acknowledgment.....	2 & 23
Certificates of Confidentiality	4
Communications with the IRB	3
Compensation for Research Subjects	14
Credentialing of Physicians or other Staff to Do Research & Training Log	6
Data Queries	13
Delegation of Responsibility Log	7
Differentiation Between "Off-Label" Use and Need for IND/IDE.....	10
Direct Advertising for Study Subjects	14
Dispensing for Outpatient Use.....	17
Documentation of Consent Process	23
Electronic Communication	11
Electronic Source Documents for Clinical Research Study	11
Emergency Procedures	22
Equitable Selection of Subjects.....	14
Essential Documents for a Clinical Trial	13

Expired Policies	24
Financial Conflict of Interest	21
Form 1572.....	23
Form for Documentation of Informed Consent Process	9
Guidelines for Writing Notes to the Study File.....	13
Handling Complaints and Serious/Continuing Non-Compliance	6
Handling Information on Serious Adverse Events from External Sources	15
HIPAA Research Policy: General	12
HIPAA Research Policy No 2: IRB Waiver of HIPPA.....	12
HIPPA Research Policy No 3: De-Identified and Decedent.....	12
HIPPA Research Policy No 4: Review Preparatory to Research	12
ICH Guidelines for Compensation to Subjects and Investigators.....	14
ICH Guidelines for Drug Accountability.....	17
ICH Guidelines for Informed Consent of Trial Subjects.....	9
ICH Guidelines for IRB.....	3
ICH Guidelines for Monitoring Clinical Trials.....	19
ICH Guidelines for Principal Investigator.....	7
ICH Guidelines for Safety Reporting.....	15
ICH Guidelines for Source Documents and Records.....	13
ICH Guidelines for Study Personnel.....	6
ICH Related Guidelines for the Protocol	8
Identification of Subjects in Communications	4
Identifying, Handling and Reporting Unanticipated Problems/AEs at NSU Centers/Colleges.....	15
Institutional Review Board	3

Investigational Product Accountability Log: Subject Record.....	17
Investigational Product/Device Accountability Logs	17
Monitoring	19
Note to the Study File Template	13
Obtaining Liability Check for Incoming Clinical Trials.....	6
Phlebotomy	18
Planning Meetings.....	6
Policy on Obtaining Informed Consent.....	9
Policy on Preparation of Informed Consent	9
Policy on Standard Operating Procedures (“SOPs”) for Research	2
Pre-screening of Subjects.....	14
Principal Investigator Delegation	7
Principal Investigator Responsibilities	7
Protocol Deviation Log.....	23
Protocol Deviations	16
Protocol Feasibility Assessment Checklist	8 & 23
Protocol IND Forms and Instructions.....	23
Protocol Violation/Deviation Form	16 & 23
Receipt and Storage of Laboratory Supplies	18
Recruiting Patients within NSU Health Care Centers/Clinics and Therapeutic Relationship	S14
Referencing Investigational Products in Public.....	14
Required Information in Medical Records	11
Research Material Confidentiality	5
Research SOP Training Attestation Log: Change of SOP	2 & 13

Retention of Research Records	11
Return to Sponsor or Destruction of Investigational Product	17
Review of Protocol (Industry) for Suitability for the Center/College	8
Screening/Enrollment Logs	14
Site Screening and Enrollment log	23
Source Documents.....	13
Storage and Destruction of Paper-Based Research Documentation	11
Storage of Investigational Product.....	17
Supplement to Credentialing	23
Telephone Contact Log	13 & 23
Training on, Availability of, and Interpretation of SOPs	2
Training Requirements for Packaging and Shipping of Specimens	18
Unanticipated Problem Flowchart	15