



WAIMĀNALO
HEALTH CENTER

Conducting Research Procedures

1. All individuals interested in implementing research at the WHC shall review the research protocols and submit a “Request to Conduct Research” form to Administration.
2. The person receiving the submission may contact the researcher for more information prior to submitting the “Request to Conduct Research” form to the WHC Research Committee. The complete “Request to Conduct Research” form shall summarize the proposed project, emphasize the role and relationship with WHC, include the full proposal and preliminary budget.
3. Completed “Request to Conduct Research” forms will be distributed to committee members at least one week prior to research review committee meeting when the proposal will be discussed.
4. External researchers will be asked to establish a relationship with WHC, have a WHC staff listed as Co-PI or project coordinator on the submitted project, as appropriate. If the researcher is a student, the WHC staff precepting the student will be listed as the Co-PI.
5. If a research request involves access to a limited data set, and it is approved, a “Data Use Agreement” shall be completed between the researcher and WHC (covered entity). If a researcher requests Protected Health Information (PHI) and the Research Committee determines that informed consent is not required, the researcher shall request a “Waiver of Authorization” from an IRB (privacy board).
6. The Research Committee will review the safety, scientific integrity, benefit to the community and WHC, and risks to the patients. Research proposals will be a) Approved b) Approved with Revisions or c) Not Approved
7. Administration will inform the researcher of the results of the review, including areas for revisions or reasons proposal was not approved. Researchers whose proposals were not approved may resubmit if they address the reasons the proposal was not approved.
8. The Research Committee shall convene every other month, if there are research proposals to review. A research proposal and “Request to Conduct Research” form championed by a WHC staff may be reviewed at any time.