

IRB Approval and Research Protocol Process FAQs

+ SUBMISSION

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+ FORMS

- **What is the UCSF Research at ZSFG Research Protocol Application form?**

The UCSF Research at ZSFG Research Protocol Application makes it possible for research studies to comply with terms under the UCSF and CCSF Affiliation Agreement and receive approval to conduct research at ZSFG.

- **Where do I access the UCSF Research at ZSFG Research Protocol Application**

The most recent up-to-date application is always available on our [webpage](#)

- **Who should submit the ZSFG Protocol Application form?**

Any UCSF employee or trainee who conducts research

- With ZSFG patients
- By reviewing medical records for any reason including to identify patients or analyze data for prospective or retrospective studies
- Using ZSFG resources such as non-UCSF personnel, services, space, CTSI/CRS, clinical laboratory, radiology or pharmacy services

- **Is a ZSFG Research Protocol Application required for ALL ZSFG requests, including data extraction of de-identified data?**

All research requests require a ZSFG protocol application; whether the data is identified or de-identified.

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- **Do you need to have the ZSFG Protocol Application approved to receive IRB approval?**

No, quite the contrary. You will need to receive IRB approval first and submit the IRB approval letter with your Research Protocol Application.

- **How do I complete the Research Protocol Application?**

Please make sure to carefully follow the instructions on the first page and throughout the Research Protocol Application. No section or line item should remain blank; as the application will become 'incomplete.' Be sure to indicate '0 or 'not applicable' where needed. If you have additional questions, contact us at:

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ZSFGResearch@ucsf.edu
ZSFG, Building 5, Room 2A21
Box 0809, San Francisco, CA 94143
(628) 206-8505

+ SERVICES

- **My study will require clinical labs, radiology or pharmacy services, how do I proceed?**

Contact the relative departments in advance before you submit the research protocol application to our office. Information and instructions for the services are available on the ZSFG Research Protocol Application.