

COMMUNITY PARTNERSHIP PROGRAM (CPP) RESEARCH DETERMINATION CHECKLIST

CPP Staff Use Only

Organization: _____

Submission ID: _____

Staff Reviewed: _____

☐ No RFD required

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Project Purpose

- ☐ This project is a public health project, program evaluation, and/or quality improvement/quality assurance project.

Generalizability

- ☐ This project aims to address a need within my specific community and/or organization.
- ☐ We do not intend for the results of this project will be applicable in other communities and/or organizations.

OHSU Involvement

- ☐ OHSU will act as a funder and provide general technical assistance (e.g., evaluation support) via the Knight Cancer Institute Community Partnership Program.
- ☐ OHSU will not intervene or interact with human subjects or participants for the project.
- ☐ OHSU will not obtain individually identifiable private information about human subjects or participants for the project.
- ☐ OHSU will not obtain informed consent of individuals for participation in the project.

Protected Health Information

- ☐ This project may collect health information and/or identifiable information (including but not limited to name and contact information) of participants. Only data necessary to accomplish project aims will be collected. All information will be securely stored and managed by our organization, in accordance with any applicable HIPAA regulations.

If all of the above statements apply to your project, no further oversight is needed.

Any changes to your project may require a submission to the Institutional Review Board (IRB). It is normal for the scope and/or direction of a grant funded project to change. We encourage all grantees to adapt project activities as needed and to collect the data necessary to successfully meet their objectives. Our intent is to support organizations by ensuring the appropriate level of protection and oversight from OHSU's IRB throughout the duration of the project.

Examples that may require a reassessment include but are not limited to:

- Changing the overall intent of the project (e.g., from quality improvement to research)
- Changing plans around how results will be used and/or shared

If you're proposing a change to your project's design, scope, and/or data collection methods, follow the steps below:

- Contact the CPP team at KnightCancerCRO@OHSU.edu to discuss the change. They can help determine whether additional steps need to be taken.
- Project activities involving human subjects (including participant recruitment, data collection, etc.) must wait until it is determined whether the project needs to go through further OHSU IRB determination. You will be notified when your project activities can resume by CPP staff.

Name of Primary Contact

Signature of Primary Contact

Date