

To: UCLA Deans, Directors, Department Chairs, Administrative Officers and Faculty

Dear UCLA Research Community:

I am writing to inform you that the UCLA Office for Protection of Research Subjects (OPRS) is scheduled to move to the Kinross Building in May 2007. This will be the first step in a consolidation of all offices within Research Administration (which, besides OPRS, include Extramural Fund Management and the Office of Contracts & Grants Administration) into one campus building. The OPRS move is an extensive one and will take place between Tuesday, May 8, 2007 and Tuesday, May 22, 2007.

The five Institutional Review Boards (IRBs) and the Animal Research Committee (ARC) oversee approximately 6,000 active protocols at any given time. These protocols generate over 15,000 pieces of business annually, for which OPRS is the office of record. As you can imagine, the movement and relocation of all of these files is a significant undertaking.

In order to help facilitate this move, I am asking the UCLA research community's cooperation and support during this period of transition. Even though the OPRS move will result in delays in processing research submissions for human and animal research, I hope that by working together this will be a smooth transition and that we can minimize the number of disruptions resulting from this move.

During the time when OPRS is moving, OPRS Committee staff will not be available to answer specific inquiries by phone or email. However, you still will be able to obtain general information during the move by calling (310) 825-5344. In addition, we will keep the OPRS reception area at 1401 Ueberroth open to accept submissions until the office reopens, even though the IRB and ARC committees will not be able to process your submissions until computer access is re-established in Kinross.

Please keep in mind that physicians are responsible for ensuring best care for subjects in their research studies. Should your protocol require modifications related to subject safety, and it is in the subjects' best interest that you implement this change, such a change should be implemented without prospective IRB approval during this time period. However, you must report these changes to the IRB as soon as possible once OPRS re-opens.

Animal researchers should contact DLAM veterinary staff if protocol modifications are required during this period.

Please note the attached changes in submission deadlines and meeting cancellations.
Please also note the new OPRS address effective May 23, 2007:

Off-campus:
Box 951694
11000 Kinross Avenue
Los Angeles, CA 90095-1694

On-campus:
11000 Kinross Avenue
Suite 100
Mail code: 169407

I apologize in advance for any inconvenience and appreciate your understanding.

Sincerely,

Roberto Peccei
Vice Chancellor for Research

cc: James R. Greenwood, Assistant Vice Chancellor for Research-Administration
Judith L. Brookshire, Director, OPRS

CHANGES IN SUBMISSION DEADLINES AND MEETING CANCELLATIONS

Medical IRB Meeting Cancellations

May 9, 2007	MIRB2 Meeting	CANCELLED
May 16, 2007	MIRB1 Meeting	CANCELLED
May 17, 2007	MIRB3 Meeting	CANCELLED

Medical IRB Deadline Changes

<u>Meeting Date</u>	<u>Board</u>	<u>Deadline</u>
May 23, 2007	MIRB2	April 25, 2007
May 30, 2007	MIRB1	May 7, 2007
May 31, 2007	MIRB3	May 7, 2007

General Campus IRB Meeting Cancellations

May 10, 2007	NGIRB	CANCELLED
May 15, 2007	SGIRB	CANCELLED

General Campus IRB Deadline Changes

<u>Meeting Date</u>	<u>Board</u>	<u>Deadline</u>
May 24, 2007	NGIRB	May 2, 2007
May 29, 2007	SGIRB	May 4, 2007

Animal Research Committee Meeting Cancellation

May 21, 2007 CANCELLED

** NOTE: June 11, 2007 ARC meeting moved to June 4, 2007*

Animal Research Committee Deadline Changes

<u>Meeting Date</u>	<u>Deadline</u>
May 7, 2007	April 20, 2007
June 4, 2007	May 18, 2007
June 25, 2007	June 8, 2007