

# Certificate of Confidentiality

## Application for Certificate of Confidentiality

SOP #: RPS-10	Next Review Date: 06/2015
Version #: 1.0	Interval Period: Biennial
Approved Version 1.0: ____ Date: 06/2013	Policy Reference:

Purpose: **Provide additional protection for sensitive information obtained during the conduct of biomedical, behavioral or clinical research.**

### Step 1: Collect and prepare necessary documents

The application for a Certificate of Confidentiality is Institute specific. The general intramural instructions can be found at [http://grants.nih.gov/grants/policy/coc/appl\\_intramural.htm](http://grants.nih.gov/grants/policy/coc/appl_intramural.htm).

- Applicants should read NIH's background information and instructions on Certificates of Confidentiality, which are available at <http://grants.nih.gov/grants/policy/coc/background.htm>. See also Frequently Asked Questions <http://grants.nih.gov/grants/policy/coc/faqs.htm>.
- The application requires an IRB-approved protocol.
  - Prepare the protocol and consent (initial IRB application or amendment) with the required wording
  - Obtain "conditional" IRB approval with an IRB (iRIS) approval memo.
  - Obtain the PI and Scientific Director's signature on the cover letter of the application.
  - Submit the application with the IRB approval memo, protocol and consent to the IC Certificate Coordinator (<http://grants.nih.gov/grants/policy/coc/contacts.htm>).
  - Upon approval of the application, submit approval in iRIS.

### Resources for additional information:

<http://grants.nih.gov/grants/policy/coc/index.htm>

[http://grants.nih.gov/grants/policy/coc/appl\\_intramural.htm](http://grants.nih.gov/grants/policy/coc/appl_intramural.htm)

<http://www.hhs.gov/ohrp/policy/certconf.pdf>

### Current IC Certificate Coordinator for NCI Intramural

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