

# REGULATORY TIPS AND UPDATES— DID YOU KNOW?

## IM Regulatory Newsletter

### In this issue:

- The importance of Clinical Research CVs
- Proper research CV formatting

### Six simple rules to follow when submitting an acceptable CV to your Regulatory CRP:

1. No personal information should be on your business CV, such as sex, date of birth, place of birth, home address, ethnicity, etc.
2. All pages should be numbered.
3. Your name on your CV should match the name on your license if applicable.
4. Your business address and affiliated addresses need to be listed on your CV. Example, you have a business office located in the MSB, but you are affiliated with UCMC and Holmes Hospital – all three addresses should be listed on your CV.
5. Your current position within the institution should be listed on your CV.
6. The TOP page of your CV must be **manually** signed and dated – not typed. CVs are good for two years from the signed date.

### Why is it important to have a current Curriculum Vitae (CV) on file with your regulatory team?

- ⇒ CVs are a necessary part of Regulatory Research Documentation.
- ⇒ Research regulations require that study staff have the necessary education and experience to perform their assigned tasks on a research study.
- ⇒ Having a current CV on file for all staff participating in research shows due diligence, is best clinical practice, and verifies that our study teams meet requirements for their roles in research at our institution.

*For every study submitted, the IRB of record requires a current CV be submitted for the Principal Investigator of the study. Additionally, all staff listed on a study delegation log must have a current CV on file. Sponsors require that CVs remain current, and are maintained in the regulatory records for the entire time that staff member is working on any research study.*

*Tip: Sponsors have continuously become more and more selective in what they will and will not accept on a CV. Following these six simple rules will eliminate having to redo yours.*

If you have any questions, please do not hesitate to reach out to:

[IMRegulatory@uc.edu](mailto:IMRegulatory@uc.edu)

Thank you!