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| --- |
| ***DRAFT POLICY:***  |
| **Responsible Official/Party:** |       | **Effective Date:**       |
| **Approved by:** |       | **Last Revision:**       |
| [Who Should Know this Policy](#_Who_Should_Know)[Policy Statement](#_Policy_Statement)[Scope and Purpose](#Scope_Purpose)[Definitions List](#DefinitionsList)[Assumptions](#Assumptions) | [Procedures and Guidelines](#Procedures_Guidelines)[Appendix A: Definitions](#AppendixA)[Appendix B: Frequently Asked Questions](#AppendixB)[Appendix C: Help and Support](#AppendixC)[Appendix D: Related Policies & Regulations](#AppendixD) |

*Large and complex multicenter HCSRN projects (e.g., coordinating centers, consortia with multiple ancillary or sub-studies) may wish to develop project specific policies as part of their infrastructure and governance. Such guidance documents provide structure, clarification of responsibilities, and pre-defined practices for these projects. Use of this template is optional, but encouraged to promote consistency across consortia.*

### Who Should Know this Policy *(Select appropriate categories below)*

**HCSRN members Non-HCSRN collaborators**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  Investigators/Faculty | [ ]  Analysts, project programmers  |  | [ ]  Investigators/Faculty | [ ]  Analysts, project programmers |
| [ ]  IT Personnel | [ ]  Data managers |  | [ ]  IT Personnel | [ ]  Data managers |
| [ ]  Grants and Contracts/Research Administration | [ ]  Project Managers/Coordinators |  | [ ]  Grants and Contracts/Research Administration | [ ]  Project Managers/Coordinators |
| [ ]  Business Operations | [ ]  Research Specialists/Assistants |  | [ ]  Business Operations | [ ]  Research Specialists/Assistants |
| [ ]  Other: IRB Staff |  |  | [ ]  Other: IRB Staff |  |

### Policy Statement

### Scope and Purpose

**Definitions List**

The following definitions essential to understanding this policy are including in Appendix A:

[Term A](#TermA)

[Term B](#TermB)

Etc.

### Assumptions

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### Procedures and Guidelines

**Appendix A: Definitions**

|  |  |
| --- | --- |
| **Term A** |  |
| **Term B** |  |
| **Etc.** |  |

### Appendix B: Frequently Asked Questions

### Q.

*A.*

### Q.

*A.*

### Q.

*A.*

### Q.

*A.*

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### Appendix C: Help and Support

|  |  |  |
| --- | --- | --- |
| **For questions about:** | **Contact:** |  |
|       |       |  |
|       |       |  |

**Appendix D: Related Policies & Regulations**

HCSRN Policies and Guidelines

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HCSRN Member Site Specific Policies

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Federal Regulations & Publications

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