|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Protocol reviewed:*** | | | | ***Review completed by:*** | ***Type of Review:*** |
| Protocol #:  PD: | | | | SCRO Staff name:  Meeting Date: | Full  MPP  Designated |
| **N/A** | **Yes** | **No** | **Check Admin Notes and incorporate into your review as necessary. Mark all Admin Notes DONE, when applicable. Comment Codes are in BLUE** | | |
| Renewal Form |  |  | **Renewal Summary**: Summary of research findings and progress completed (questions 1a-c)? If response is “n/a”, send comment to complete. Check admin notes for any unresolved issues or follow up needed? | | |
|  |  | Were any new stem cell lines derived (2c)? If yes, check section 1(f) of the application. | | |
|  |  | **HSCR 1260-2** Were any oocytes used (3)? If “yes,” State Reporting Form HSCR 1260-2 for all subjects (link in renewal form) should be filled out. Send comment if form is needed and was not done. | | |
|  |  | Ensure any changes made to the protocol are summarized (4). | | |
|  |  | **Personnel – renewal 6** Personnel changes noted in section 4 or send comment. | | |
|  |  | **MPP** If MPP - Is the trainee/protocol list attached? If not, send comment | | |
|  |  | Any unanticipated problems (5), if yes study must be changed to Full review. | | |
| Personnel Info |  |  | **Email** If a non-Stanford .edu or va.gov email address listed, send comment to ask if this person is on site or working with stem cells off-site (at site of .edu address). If off-site, send comment to add site to Project Locations. | | |
|  |  | **Position/Roles** If no position/role listed, send comment. | | |
| Stem Cell Checklist |  |  | Human Embryonic Stem Cells (hESC) checked? If yes and no CIRM funding, confirm CDPH Admin Note is present. | | |
|  |  | **Methods/1f** Confirm consistency between section 1(f), section 4, section 1(b). If not, send comment. | | |
| Funding |  |  | **Inactive funding** Confirm funding current. If not, send comment and remove funding if needed. | | |
|  |  | **No Funding** If no funding listed or if removed, send comment to ask how work will be supported going forward. | | |
|  |  | **New Funding – Personnel** -For grant funding and fellowships, ensure all PIs/recipients are listed in Personnel Info section. If not, send comment to clarify how the funding is supporting the work if the PI/recipient is not involved in the project. | | |
| Stem Cell Information (1f) |  |  | New cell line(s) added? If yes, add to Manager Meeting Notes | | |
|  |  | **Provenance commercial** or **Provenance non-commercial** Confirm all background information and provenance provided. | | |
|  |  | **New Cell Line – Methods** Check Stem Cell Checklist and methods for new stem cell lines. | | |
|  |  | If hESCs added and no CIRM funding, add CDPH Admin Note. | | |
|  |  | Check 1(c) - 1(e) are correct. | | |
|  |  | **Background information** Background information on all existing cell lines current? If not, send comment. | | |
| Compliance Approvals |  |  | **Expired APB/APLAC** If expired, send comment asking if the work is completed or for new APB/APLAC approval. | | |
|  |  | Does IRB, APLAC, and/or APB all list the SCRO for reciprocal linkage? If no, send comment to add SCRO.  Note: Biobanking IRB protocols do not need to list every SCRO that uses specimens. The reason for this check is to ensure that the PD of the other protocol is aware of the linkage. | | |
|  |  | If IACUC is VA, check Admin Notes for information on expiration date. If none noted or past expiration, send comment to confirm approval is current. | | |
|  |  | Add to Manager Meeting Notes the status of all compliance approvals. IRBs ok to leave on as expired as provenance information for older cell lines. Replace/remove other protocols. | | |
| Obligations |  |  | **CIRM funding** If Protocol has CIRM funding, add standard CIRM Approval Note  Note:  Research Category: (Title)  Approved Stem Cell Lines:  Other Stem Cells/Tissues:  “Full Renewal of Full protocol to” . . . / “Designated Revision of Full Protocol to”. . . | | |
| Notes | | | Click or tap here to enter text. | | |