

COPY OF EMAIL SENT FROM NIAAA CERTIFICATE OF CONFIDENTIALITY OFFICER

"Sewell, Dorita (NIH/NIAAA) [E]" <dsewell@willco.niaaa.nih.gov>
 12/19/2006 12:59 PM
 To "Michael Costa" <Michael_Costa@abtassoc.com>, "Dana Hunt"
 <Dana_Hunt@abtassoc.com>
 Subject Confidentiality Certificate (CC) application meets standards

This is to let you know that I am forwarding your CC application for the signature of our Deputy Director. Your application has met the standards for issuance of a CC. The CC issuance date will be the day our Deputy Director signs your CC, and the CC will take effect on the issuance date or the date you begin to recruit participants, whichever is later. The CC paperwork should come soon by Fed-Ex, but the coverage will start from the issuance date, which I expect will be within the next two weeks.

If you have recruited people already, to comply with the regs, your participants should be notified (if they have not been notified already) in so far as it's feasible, about the CC coverage once your CC arrives. You could give them the revised consent form with CC information, or you could give them the CC information in some other form. People who were recruited before the CC takes effect still will be covered from the start of the study if they are participating in the study during the period of the CC--that is, even if they are not being interviewed anymore, but their data is on your rolls.

Best regards,
 Dorita

**I will be out of the office from December 23rd until February 5th. I apologize for the inconvenience. NIAAA Confidentiality Certificates (CC) that have not been forwarded for signing before my departure cannot be issued until I return. To move an application in progress here to another Institute, please contact Ms. Bridget Williams-Simmons(Williams-SimmonsBR@mail.nih.gov, 301-402-9406)

Confidentiality Certificates (CCs) are retroactive once they are granted: if you start without one, the early work in your project is protected as soon as your project's CC is issued. If you are applying for a Confidentiality Certificate that you need before late February, you will want to find a CC coordinator to handle your application at <http://grants2.nih.gov/grants/policy/coc/contacts.htm> . If you are funded by NIAAA, please contact NIMH. If not, please contact the NIH Institute whose mission is closest to your subject area or the central resource coordinator. Please work with only one Institute to get your CC. For questions about human subjects issues, NIAAA CCs in process, a FOIA request, or a Privacy Act request, please contact Dr. Patricia Powell, PPOwell@mail.nih.gov or 301-443-5106. For questions about Pop Tracking, please contact Ms. Van Van (VVan@mail.nih.gov or 301-402-9407).

Thanks and apologies for the inconvenience,

Dorita

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