



## MEMORANDUM

DATE: December 19, 2013

TO: OMB through Sherrette Funn  
The Office of the Secretary Report Clearance Officer

FROM: Robin Parker, Assurance Program Specialist  
Office of Research Integrity (ORI)

SUBJECT: Approval for a Non-Substantial Change  
Form Approved - OMB No. 0937-0198 (PHS-6349)

We acknowledge within the terms of notice of action that OMB No. 0937-0198 was improperly submitted because of form PHS-6315 which was not a non-substantial change. We will be sending this in as a revision to OMB No. 0937-0198.

The Office of Research Integrity (ORI) submits this request to make a non-substantial change to form PHS-6349 because ORI is interested in identifying the institutional officials that are:

- 1) responsible for developing the written policies and procedures for addressing allegations of research misconduct that meet the requirements of the Public Health Service (PHS) 42 CFR 93.300. At some institutions this person is known as the Research Integrity Officer (RIO); and
- 2) who is responsible for assuring that the institution fosters a research environment that promotes the responsible conduct of research and discourages research misconduct 42 CFR 93.300(c). At some institutions this is the person with overall responsibility for administering the Responsible Conduct of Research (RCR) program. This information will help ORI to better serve the research community by being able to contact key officials with pertinent and timely information.

Thank you.