Certificate of Confidentiality (CoC) Process
(only for CoCs obtained by Stanford – not for COG studies, for example)

Protocol Director (PD) prepares CoC Application

Research Compliance Office (RCO) reviews CoC Application

RCO sends CoC Application to Institutional Official (IO) for signature
Includes:
- ICF with CoC language
- IRB Approval Letter

Vice Provost and Dean of Research (IO)
- signs CoC Application
- returns to RCO

VAPAHCS (IO)
- signs CoC Application
- sends to PD

RCO sends to PD with instruction to provide NIH-issued CoC to the IRB

PD sends CoC Application to NIH

PD sends NIH-issued CoC to IRB

IRB Protocol Review
> Includes review of ICF with CoC language
> IRB issues Approval Letter stating,
"The protocol was approved with the understanding that no participant enrollment can begin until the NIH approved Certificate of Confidentiality has been provided to the IRB."