



Emergency Medicine Research Committee (EMRC)

General Description and Operating Guidelines

General Description:

To evaluate scientific value of emergency medicine studies prior to submission to the RSRB, all EM-related projects must be approved by the Emergency Medicine Research Committee (EMRC). This includes projects that involve EM faculty, residents, fellows, or staff, as well as those that are planning to enroll ED patients. The mission of this committee is to assess the scientific merit of research projects and their feasibility in the Emergency Department (ED), including ensuring that ED studies do not interfere with patient care responsibilities, impede patient flow, or overburden ED patients with multiple research requests in a single visit.

Membership:

The EMRC is made up of faculty, research staff, fellows, residents (only on rotation), ED pharmacists and pharmacy residents, and others as appointed by the Chair. A current membership list is available from the EM Research Office. All meetings are open to all University members regardless of membership on the EMRC.

Meetings and Attendance:

The EMRC is scheduled to meet weekly on Thursday afternoon at 2pm in the Emergency Medicine Offices at 120 Corporate Woods. On Monday morning (Tuesday if Monday is a holiday) of each week an email will be sent to confirm or cancel the EMRC meeting for that week. This email will also serve to distribute protocols or other EMRC documents for review by members prior to meetings.

Members are expected to attend all confirmed EMRC meetings when available. If unable to attend a scheduled meeting, members are expected to notify the EM Research Office prior to the meeting. General expectations for attendance in a rolling 12 month period are determined by the Chair of the Department of Emergency Medicine for faculty and training program directors for trainees. As of 9/1/2010, the expectations are as follows:

Senior Research Faculty	25% of held meetings
Junior Research Faculty	50% of held meetings
Fellows, Students, Resident on Rotation	all held meetings if not working clinically

EMRC Process for Review, Approval and Re-Approval of Study Projects:

There are three pathways for review and feedback from the EMRC.

1) Request for initial approval of a research project

Investigators wishing to receive initial approval for a study to be conducted in the ED must present their protocol to the EMRC. Committee members will review the materials, listen to the presentation and provide feedback and/or approval to the investigator. Investigators may be required to resubmit and/or present modified protocols based on feedback from the EMRC prior to approval. Initial approval is for a period of one year.

Required Materials: *EMRC initial approval cover sheet*
 Study protocol
 Forms, surveys etc. to be used in data collection
 Any other study materials relevant to EMRC approval

2) Request for re-approval of an ongoing research project

If a research project that has been previously approved by the EMRC and is continuing beyond the one year approval, the PI is responsible for submitting a request for re-approval to the EMRC. The URM RSRB will require this prior to approving the Continuing Review. A presentation to the committee is generally not required for re-approval, but may be requested by the EMRC or EMRC Chair. If no significant changes have been made to the protocol, and no RSRB violations/adverse events have occurred since the last review, a re-approval may be issued by the EMRC chair. Re-approval is for a period of one year.

Required Materials: *EMRC Re-Approval Cover Sheet*
 Substantive changes to the protocol since last submission
 Description of any RSRB violations / adverse events since last submission
 Any other study materials relevant to EMRC re-approval

3) Presentation to the EMRC for feedback on proposed research projects

If an investigator wishes to present a research concept to the EMRC for feedback (e.g. for a grant, research direction, etc.), they may do so. This category of review is required of residents, but it is open to anyone wishing to do emergency medicine research. Although there is no formal requirement to submit materials, investigators are encouraged to provide whatever documents may be available to assist the committee members in providing meaningful feedback.

Scheduling and Deadlines:

To schedule a presentation to the EMRC, contact the EM Research Office at emresearch@urmc.rochester.edu or by phone at 585-463-2920. Cover sheets and supporting materials must be received by the Friday before the scheduled presentation date or the presentation will be cancelled and rescheduled. Re-approval requests are accepted continuously by email and will be acted upon within ten (10) business days.