Office for Clinical Research

Operating Procedure

Document Type: Standard Operating Procedure (SOP)

SOP Title: Rapid Response Team

SOP Number: OCR-CRSS-SOP-1.00

Effective Date: 9-January-2020

APPROVED BY SIGNATURES:

Associate Director, Clinical Research Support Services	*Date*
Executive Director, Office for Clinical Research	*Date*

Date	Version	Description of Change	Author
9-January-2020	1.0	Initial Version	LaToya Carter
9-March-2020	1.1	Updated Version	Sherry Coleman
18-September-2020	1.2	Updated Version	Sherry Coleman
14-December-2021	1.3	Updated Version	LaToya Carter
05-February-2025	1.4	Updated Version	Delta S. Humphries
12-May-2026	1.5	Updated Version	Delta S. Humphries

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1.0 Terminology and Acronyms

Term	Definition
CRSS	Clinical Research Support Services
EHC	Emory Healthcare
EHSO	Environmental Health and Safety Office
GCRC	Georgia CTSA Clinical Research Center
IDS	Investigational Drug Services
IRB	Institutional Review Board
OC	Office of Compliance
OCR	Office for Clinical Research
OSP	Office of Sponsored Program
OTT	Office of Technology Transfer
OoQ	Office of Quality
POC	Point of Contact
RAS	Research Administration Services
RSC	Radiation Safety Committee
SOP	Standard Operating Procedure

2.0 Document Purpose

The purpose of this SOP is to define the steps when expediting high priority studies of experimental therapeutics for pre-award approval.

3.0 Scope

This SOP applies to the process for submission of the Rapid Response Team (RRT) Service Request Form.

4.0 Responsibilities

The RRT is responsible for reviewing study submissions that meet the Qualifying Criteria for review and approval through the RRT. The RRT will facilitate the approval process concurrently to fast-track study approval within seven calendar days or based upon special protocol implementation timeline requirements.

5.0 Procedures

Step 1: Completion of RRT Request Form

The Investigator should complete the ***RRT Request Form*** and submit the proposal via the MYRESEARCHNAVIGATOR@LISTSERV.CC.EMORY.EDU listserv. The Clinical Research Navigator team will check the listserv for submissions daily. If submission is emergent, please call or text the Executive Director of the OCR at 404-877-2012 and/or by email at rginn@emory.edu.

Step 2: Submission Review

Within 24 hours of receipt (same day preferred) of the ***RRT Request Form***, the Clinical Research Navigator team will review the submission, confirm receipt of all required documents, and submit the protocol to the Associate Dean of Clinical Research or the Executive Director of the OCR for approval.

a. Documents required for submission are:
    1. RRT Request Form
    2. Protocol
    3. Inform Consent
    4. Investigator Brochure
    5. Clinical Trial Agreement (CTA)
    6. Sponsor Budget
    7. IND/IDE Approval (if applicable)
    8. IND/IDE Exemption Letter (if applicable)
    9. OCR Submission Form

The Clinical Research Navigator team will notify the Investigator the same day or within 24 hours if the study ***does not meet*** the qualifying criteria for RRT review and approval by the RRT.

Step 3: Qualifying Document Review

The Associate Dean of Clinical Research or the Executive Director of the OCR will review the submission packet to determine if the protocol meets the qualifying criteria for review. If the study meets the criteria, the RRT review will be completed by the Emory University IRB within seven calendar days; timeline contingent upon patient/subject safety or governmental directive. If applicable, external/single IRB will be notified of urgency.

If the study ***meets*** the qualifying criteria, the Clinical Research Navigator team will:

a. Notify the Investigator of approval study status via phone and email
b. Initiate deployment of the RRT
    1. Send notification email to appropriate/pertinent RRT POCs
    2. Attach approved submission form and all required documents to notification email
    3. Schedule virtual meeting with RRT POCs as necessary

Step 4: **Department Review**

Each department (if applicable) will complete departmental approval. If applicable, external/single IRB will be notified of urgency. The Clinical Research Navigator team will facilitate the pre-award approval process to completion and notify the Investigator when study approvals are completed. All POCs will be notified upon final approval.

The Associate Dean of Clinical Research and Directors of OSP should be contacted for any sponsor- related issues and/or restrictions that may affect the departmental timeline or delay departmental approval.

Appendix A: Qualifying Criteria

- High Priority: Requiring emergency approval for survival
- Public Health Emergency
- Bioterrorist Attack
- Significant outbreak of an Infectious Disease
- Other significant or Catastrophic Event
- NIH or other Federal Funded Network Study
- Centers for Disease Control and Prevention (CDC)
- IND or IDE

RAPID RESPONSE TEAM (RRT) STUDY SUBMISSION FORM

DATE OF SUBMISSION: Select date from drop-down.

CONTACT INFORMATION (please include alternates):

PI Name: Enter name	**Email:** Enter email	**Daytime #:** Enter number	**Cell/Pager #:** Enter number
CRC Name: Enter name	**Email:** Enter email	**Daytime #:** Enter number	**Cell/Pager #:** Enter number

FUNDING SOURCE: Click here to enter text.

TYPE(S) OF STUDY: ☐ DRUG ☐ BIOLOGIC/Vaccine product ☐ DEVICE ☐OTHER

IF APPLICABLE, NAME OF DRUG/DEVICE: Click here to enter text.

IRB # Click here to enter text.

IBC # Click here to enter text.

PROTOCOL TITLE: Click here to enter text.

BRIEF SUMMARY OF STUDY *(attach copies of Protocol, Informed Consent Document, research experiments and other relevant documents)***:**

JUSTIFICATION FOR RAPID RESPONSE TEAM:

For Rapid Response Team/Official Use Only

☐ Application for approval of new study **IS Approved** for Review
☐ Application for approval of new study **IS NOT Approved** for Review

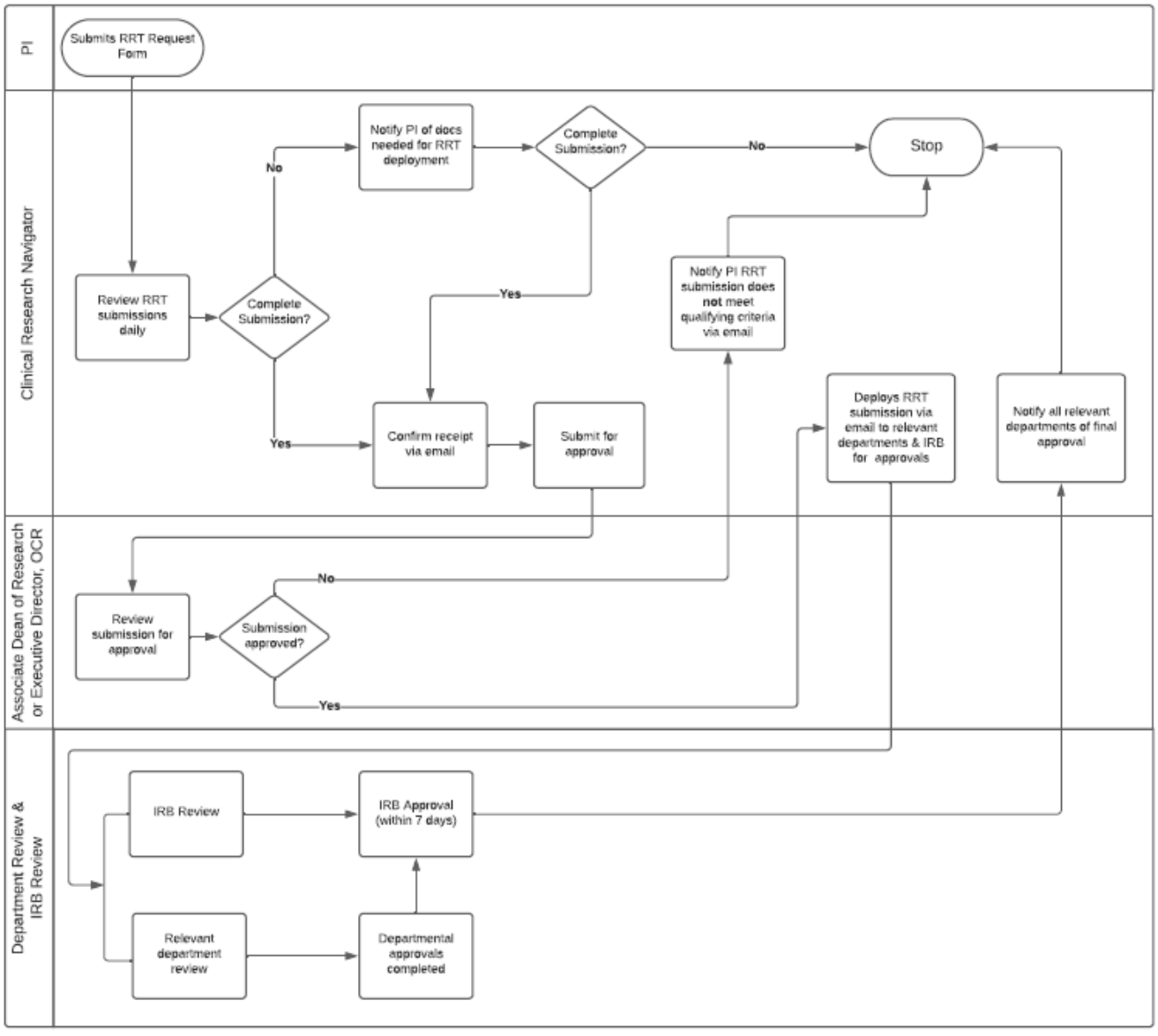
Approver Comments:

APPENDIX C: POC

NAME	TITLE	OFFICE	OFFICE #	MOBILE #	EMAIL
Clinical Research Support Services (CRSS)					
			[redacted]	[redacted]	
				[redacted]	
				[redacted]	
Environmental Health and Safety Office (EHSO)					
Kalpana Rengarajan	Dir, Research Safety		[redacted]	[redacted]	krengar@emory.edu
Scott Thomaston	Director			[redacted]	scott.thomaston@emory.edu
Research Administration Services (RAS)					
	Director, Research Admin Svcs		[redacted]	[redacted]	
	Director, Operations/Projects			[redacted]	
Office for Clinical Research (OCR)					
Robin Ginn	Asst. VP, Exec Dir, OCR		[redacted]	[redacted]	rginn@emory.edu
				[redacted]	
				[redacted]	
Amanda Hutchinson-Rzepka	Supervisor, Pre-Award			770-696-3860	ahutch7@emory.edu
Federal Contract Group (FCG)					
Holly Sommers	Asst VP, Res Admin/Dir, OSP		[redacted]	[redacted]	hsomme2@emory.edu
Teresa Sussman	Director			[redacted]	tpoint@emory.edu
Industry Contract Group (ICG)					
Janette Hannam	Director		[redacted]	[redacted]	jhannam@emory.edu
Daniella Carter	Assoc Director			[redacted]	Daniella.lopez@emory.edu
Institutional Review Board					
Rebecca Rousselle	Asst VP		[redacted]	[redacted]	rebecca.rousselle@emory.edu
Julie Martin	Asst Director			[redacted]	julie.t.martin@emory.edu
Office of Research Compliance (ORC)					
John Lawley	Dep, Chief Compliance Officer		[redacted]	[redacted]	jlawley@emory.edu
				[redacted]	
Office of Quality (OoQ)					
Laura Deane	Dir, Claims Management	250	[redacted]	[redacted]	laura.deane@emoryhealthcare.org
Andrene Jawara	Information Analyst II	248		[redacted]	andrene.jawara@emoryhealthcare.org
Michelle Hicks (Emory Med Lab)	Mgr, Lab Support Services	F123		[redacted]	michelle.hicks@emoryhealthcare.org
Shannon Fuqua (Radiology)	Clinical Research Nurse			[redacted]	shannon.fuqua@emory.edu
Elizabeth Krupinski (Radiology)	Prof, Radiology Research Labs			[redacted]	elizabeth.anne.krupinski@emory.edu
			[redacted]	[redacted]	
Investigational Drug Services					
			[redacted]	[redacted]	
Esther Park		Ste. 1200	[redacted]		esther.sue.park@emory.edu
Clinical Research Network (CRN) *					
			[redacted]	[redacted]	
				[redacted]	
Radiation Safety Officer *					
Ike Hall	Asst Director		[redacted]	[redacted]	ike.hall@emory.edu
Jeffery Rasmituth	Director		[redacted]	[redacted]	jeffrey.rasmituth@emory.edu

Appendix D: Flowchart

Rapid Response Team (RRT): Process Flowchart



By signing below, I hereby acknowledge that I have read, comprehend, and agree to comply with the attached SOP/IOP.			
Name	**Signature**	**Version**	**Date**