



INITIAL CONTACT INSTRUCTIONS

Thank you for considering the Gila River Indian Community as a potential partner in your research endeavor. We want to know some specific things about your status as an organization and support systems, which will be requested in various documents. These documents are designed to help you propose your investigation to the Gila River Indian Community Research Review Committee ("GRC RRC"). We want to know certain things about you, your organization, your study, and what assurances you have in place or will propose to have in place. All research conducted in our Community is done in collaboration with our people and institutions. We have a series of protocols in place that will help us understand what you want, what you hope to accomplish, and how it will benefit our community and our future. We will also explain the steps you will follow to process your protocol to a decision stage.

The Gila River Indian Community reserves the final decision to allow or deny research endeavors in the Community. This is an exclusive right. GRIC RRC decisions are final and the process and deliberations regarding your proposal are private and confidential and will not be disclosed to you.

You may or may not be invited to meetings regarding your protocol. Unless your presence is requested, meetings regarding your protocol are closed to only the GRIC RRC and its membership. It is customary for us to ask for a presentation during which time you will be asked a series of questions regarding you, your organization, your purpose, the protocol, and most importantly, the benefit to the Community.

Research and the advancement of knowledge are central to finding cures to diseases that affect all of mankind. Our Community has been a central focus of many kinds of research and we have contributed much to the advancement of medicine and medical care in many areas. We expect that mutual benefit will result as an outcome of our collaboration and hope to benefit from your protocol. We wish you well and hope that a lasting collaborative relationship will result from your interest in our Community.

Any person or entity interested in conducting medical and health care research within the jurisdiction of the Gila River Indian Community must pay a protocol fee and submit the following documents before the proposed protocol will be accepted for consideration by the GRIC RRC:

- (1) Letter of Intent;
- (2) Abstract;
- (3) GRIC RRC Research Application;

THE GILA RIVER INDIAN COMMUNITY
Research Review Committee
Policies and Procedures

- (4) Curriculum Vitae and/or resume of Principal Investigator and/or Co-Principal Investigators;
- (5) Copies of approval letter(s) from other Institutional Review Boards (IRB's);
- (6) Support letters from appropriate entities;
- (7) Project Budget;
- (8) Informed Consent Form;
- (9) Certification of the Principal Investigator Form; and
- (10) Confidentiality Agreement and Conflict of Interest Statement

A checklist for required documents has been attached for your convenience, *See* "Document Checklist for the Researcher."

The GRIC RRC will consider and assess protocol fees on a case-by-case basis. After the GRIC RRC receives the protocol (including all the documents listed above), the GRIC RRC will determine the amount of the protocol fee, notify the PI of the fee and set the protocol for presentation at a future GRIC RRC meeting. If the protocol fee is not paid before presentation to the GRIC RRC, the protocol will be postponed or may be denied. Payments of the protocol fee shall be made to the GRIC Cashier's Office, Governance Center, Sacaton, Arizona.

Payment of protocol fees are considered assessments of costs associated with protocol review. Because the GRIC RRC commits resources to each review, the fees are due in full even if the GRIC RRC does not approve the protocol, participants are never enrolled, or the research is terminated before objectives are reached.

One hard copy and one electronic copy of **all the** aforementioned protocol documents and receipt of payment for the protocol fee must be submitted to the Office of General Counsel, attention Research Review Committee, PO Box 97, Sacaton, AZ 85147.