



Procedures for Conducting Research with Kelsey-Seybold Clinic and the Kelsey Research Foundation

The Kelsey Research Foundation (KRF) is pleased to review and process your research proposal. The procedure for proposal consideration involves review and approval by the Research and Education Committee (R & E). This process is completed in four to six weeks.

The R & E Committee is composed of staff and clinicians from both KRF and the Kelsey-Seybold Clinic. Members review proposals for scientific merit and to assure that time and effort required by Clinic and/or Foundation staff is appropriate to the mission and vision of these organizations. To expedite the review process, please use the attached outline to develop a two-page abstract for your research proposal. In addition, include a copy of your informed consent forms, IRB approval letter, budget, and, if applicable, study questionnaires.

In order to review, process, and monitor research proposals, KRF requires a fee of \$1,500. For clinical drug trials in which a KSC physician will identify eligible KSC patients, KRF requires an additional payment of 10% of the amount that your institution receives for each completed patient. For other types of study designs, if you require assistance in identifying eligible patients through our Data Management Center, KRF will negotiate a fee for this service.

Please provide the KRF with ten (10) copies of the abstract and application form. These documents must be received one week prior to the committee meeting. **Proposals received after the deadline will be scheduled for the following month.** The R & E Committee meets at 7:00 a.m. on the third Friday of each month. Principal investigators are required to present their study proposal and will be notified of the date and location of the committee meeting. For assistance in completing these forms, please contact Kelli Gana, MA, Research Coordinator, at 713/442-1217.

enc: Research and Education Committee Application
 Abstract Format
 Consent Checklist
 Sample Consent