For Non-NIH Protocols

How can I get approval to use non-NMH equipment at the CRU?

You will need a no-cost purchase order (PO) for the approval. There are multiple departments involved in generating a “no-cost PO” and the process generally takes 2 – 3 weeks. Here are the steps involved:

1. When you submit your new protocol on e-IRB, do the following:
   - Complete the NMH Research Protocol Review Form (RPRF)
   - Note any equipment that you will bring into the CRU for your study (e.g. ECG machine) on page 3

2. If you missed Step 1, contact Deb Welch, NMH Research Compliance Coordinator, at dwelch@nmh.org (312-926-2244) and request the appropriate equipment form.

3. The NMH Office of Research will send a Short Term Lease Agreement Form (STLA) to the study coordinator to complete and to get sponsor signature.

4. Once the sponsor-signed STLA has been obtained by the study coordinator, it should be sent to Mary Jo to obtain NMH signatures. (NOTE: Scan of signed STLA is acceptable.)

5. Mary Jo will send the executed (signed) STLA to the study coordinator.

6. Upon receipt of the executed STLA, the study coordinator should send a PDF version of this lease agreement and the manufacturer’s W-9 form to Karan Fachet kafachet@nmh.org (312-926-5895) at the CRU.

   NOTE: W-9 indicates that the equipment vendor is a preferred provider at NMH. For information regarding the W-9 Form/Preferred Vendor, please contact Billy Evans bevans@nmh.org (312-926-7423).

7. A request for the no-cost PO will be created by the CRU and sent to both the Biomedical Engineering Department and the NMH Purchasing Department for approval.

8. Two levels of approval are required from the Biomedical Engineering Department and the last level of approval is from the NIH-Grants Approver in Purchasing. The three levels of approval generally take 24 – 72 hours.

9. The “no-cost PO” is then sent back to the CRU and Karan Fachet will email it to the study coordinator.

10. Once you have the PO#, call NMH Biomedical Engineering Department to schedule an inspection of the equipment. NMH Biomedical Engineering Department will place an asset tag on the equipment. If the equipment does not have this asset tag, it cannot be used at the CRU.

   NOTE: The equipment MUST have an Underwriter’s Laboratory (UL) sticker or be marked by an electrical inspection company accepted by the City of Chicago for the NMH Biomedical Engineering Department to approve it. The UL sticker is a City of Chicago requirement. If the equipment does not have this sticker, there will be a further delay and cost to obtain appropriate permissions.

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