

Jackson Heart Study
Ancillary Study Proposal Procedure

Contact Ancillary Study Coordinator @ (601) 815-5778 or jhsanc@umc.edu
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A. Pre-Approval Procedures

1. PI notifies the JHS Chief Science Officer (CSO), Dr. Adolfo Correa (acorrea@umc.edu) or the Ancillary Study Subcommittee (ASSC) Chairperson, Dr. Mario Sims (msims2@umc.edu) of their intent to submit and ancillary study prior to completing the [Concept Form](#).
2. PI submits an Ancillary Study Proposal via the [JHS website](#):
 - a. Ancillary Study (AS) Proposal
 - b. Ancillary study narrative describing the study, including:
 - i. Relevance
 - ii. Specific aims
 - iii. Research strategy, including significance, innovation, and approach
 - iv. Summary
 - v. References
 - c. Signed Signature Sheet/or e-mail verification from all co-investigators
 - d. Lab Application (if biospecimen requested)

B. Approval Procedures

1. All ancillary studies are reviewed and approved by JHS in the following order:
 - a. Lab Subcommittee (if applicable)
 - b. Ancillary Study Subcommittee (ASSC)
 - c. Steering Committee (SC)
 - d. NHLBI/OSMB
2. The ancillary study is approved once the PI has received all levels of approval

For information on resubmission, see [Ancillary Study Guidelines](#).

C. Post-Approval Procedures

1. PI submits proposal to funding agency(ies)
2. PI submits IRB application to home institution and verifies HIPAA Certification by home institution
3. PI submits [DMDA](#) application to JHS
4. PI submits IRB approval letter to JHS
5. PI notifies JHS of funding approval(s)
6. JHS notifies UMMC IRB to add AS to the list of JHS approved studies; once added, PI is notified that he/she may implement the study (e.g., submit request for JHS data and/or bio-specimen)
7. PI is required to submit [Progress Reports](#) semi-annually to JHS after approval regardless of funding status

For information on manuscript proposals, abstracts, manuscripts and slide presentations emanating from ancillary studies, see [Publications & Presentations Procedure](#)