**CERTIFICATE OF CONFIDENTIALITY APPLICATION INSTRUCTIONS**

Click on the [Certificates of Confidentiality Kiosk](http://grants1.nih.gov/grants/policy/coc/). This webpage will provide background information and application instructions for either Extramural or Intramural Projects.

Please note: the site does not provide an ‘application form’ to complete. The application should be written on your department’s letterhead and include all of the information requested from the instruction pages found on the Kiosk site.

Per the instructions, you will be requested to provide the following:

* IRB Federal Wide Assurance Number: 00003191
* Signature of the OU-Norman Institutional Official:

Dr. Nancy Mergler

Senior Vice President and Provost

* IRB Approval Letter:

The IRB will hold the official approval letter but will provide an approval memo that can be submitted along with your application.

Upon receipt, the actual COC should be submitted to the IRB.

The IRB will then release the approval letter and stamped informed consent(s) so you can begin enrollment.

 **Language for the Informed Consent Document**

The following language must be included to the informed consent document under the “What About Confidentiality” section or NIH may require similar language.

If you decide to take part in this research study, you will be asked to provide information about [insert the type of sensitive information to be obtained]. To further help protect your privacy, the investigator has obtained a Certificate of Confidentiality from the Department of Health and Human Services (DHHS). This Certificate means that no one from the study can be forced to identify you in any federal, state, or local questioning whether it is civil or criminal. The U.S. Government may review this research project, but they must keep all drug use information confidential. The Certificate refers only to confidentiality; it does not mean that the study is recommended by the U.S. Government.

This Certificate of Confidentiality applies specifically to [insert type of sensitive information]. The protection offered by the Certificate of Confidentiality does not stop us from voluntarily reporting information about suspected or know sexual, physical or other abuse of a child or older person, or a subject’s threats of violence to self or others. If any member of the research team is given such information, he or she will make a report to the appropriate authorities.

This Certificate of Confidentiality does not prevent you or a member of your family from voluntarily releasing information about yourself or your involvement in this research. If an insurer, employer, or other person obtains your written consent to receive research information, then the researchers may not use the Certificate to withhold that information.