SCMR Registry
Search Request Review Process

SCMR Registry Committee
20-April-2020

I. Registry Search Request

A. Investigator(s) submit a request to search the Registry to explore whether it contains the data required to execute a potential research project.

1. Search request is submitted to the Registry Committee using the standard form.

2. SCMR HQ triages the form to ensure that it contains the necessary information.
   a) SCMR HQ requests missing information, if needed.
   b) SCMR HQ forwards completed request on to all Committee members.

3. All Committee members read the request and reply within 5 business days.
   a) If no objections, one Committee member (designated by the Chair) will reach out to the investigator(s) to schedule an interactive on-line search.

(1) No reply within 5 business days = vote to approve
b) If any member objects to the proposed search for any reasons (duplication, feasibility, scientific merit), that member will circulate their written opinion to the rest of the committee.

(1) Recommendation to reject must not only include reasons for rejection, but also recommended modifications.

(2) Committee will vote on-line to approve or reject. Simple majority required for approval.

(3) A majority of the total committee membership is required for a quorum.

c) If the Committee does not vote to approve, the Chair and/or Vice-Chair will contact the investigator(s) to explain the reason for rejection and to recommend modifications.

d) If the Committee votes to approve, one Committee member (designated by the Chair) will reach out to the investigator(s) to schedule an interactive on-line search.