



GUIDANCE: Certificates of Confidentiality (CoC) – NIH Process for Non-NIH Funded Studies		
NUMBER	DATE	PAGE
HRP-910	9/22/2023 11/29/2022	1 of 1

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The National Institutes of Health (NIH) has updated their website and process for non-NIH funded studies requesting CoCs.

1. **If you would like to request a CoC for a non-NIH funded study, it must be first discussed with PPHS. Please email irb@mssm.edu to set up a request for discussion prior to completing any steps below but only after your RUTH application has been submitted**
2. Once you have discussed with PPHS, researchers will be directed to request a CoC at the NIH's [Online Certificate of Confidentiality System](#).
 - a. This new platform sends the Institutional Official (IO)/IO designee the assurance and verification directly.
 - b. The IO designee, who will sign the CoC assurance and verification, is Dr. Glenn Martin. On the CoC Request, under Institutional Official, list:
 - i. Institutional Official: Glenn Martin, MD, CIP
 - ii. Institutional Official email: glenn.martin@mssm.edu
 - iii. Institutional Official phone number: (212) 824-8200
 - c. The IO/IO designee will need to review the CoC request information for accuracy and affirm the online [Institutional Assurance Statement](#) by checking each box and then submitting the CoC request.
3. Researchers should follow the guidelines for what is needed when requesting a CoC located on the [NIH website](#). If you should have any questions about the NIH process, please contact the NIH Coordinator at NIH-CoC-Coordinator@mail.nih.gov.
4. As a part of the application, there are regulatory questions that will be asked. If you would like to see the regulations being referenced, please see [here](#).
5. Once your CoC has been issued, provide a copy of the certificate to the IRB along with a consent form that has been updated with CoC language.