UnityPoint Health Meriter | PARTNER OF UW Health

Directions for Quality Improvement Project Submission to UnityPoint Health – Meriter

All QI Projects must be filed with Meriter's Research Integrity Office and must include sufficient documentation for the planned project. See the Submission Elements table below to determine what is required for your project.

Email applicable Submission Elements to MSN_ResearchIntegrity@unitypoint.org.

Meriter's Research Integrity Office will review your submission. Wait to begin your project until you receive an email determination. Please review the determination carefully, as it may include additional instructions or steps that must be completed before initiating your project. You may need to work with the Meriter Privacy Officer if your project requires additional HIPAA compliance measures. **Do not begin your project** until you receive all confirmations from Meriter.

If questions, call 417-6411 or email Liz Michaels (liz.michaels@unitypoint.org).

SUBMISSION ELEMENTS

Project Lead's Place of Employment	Submission Element 1	Submission Element 2
UW-Madison Affiliates • **UW-Health** • **UW School of Medicine and Public Health** • **UW Medical Foundation** *If your paycheck comes from one of the above, they are your employer.*	UW ARROW Not Research Application + UW IRB Determination Letter **OR** UW Madison Self-Certification Tool *See Self-Certification Tool Tips on page 2*	Project Description *Use this form.*
UnityPoint Health – Meriter • **Meriter Hospital** • **UnityPoint Clinics in Madison**	UW Madison Self-Certification Tool *See Self-Certification Tool Tips on page 2*	Project Description *Use this form.*

UW-MADISON SELF-CERTIFICATION TIPS

Be sure of your response before advancing to the next Self Certification screen.
You won't be able to go back to the previous screen.
See tips in red text below.

*Before moving to questions to determine if your project qualifies as "QI/Program Evaluation", please complete the requested project information.

Name of Project Lead / Investigator

List name and credential. For example, Julia Garcia, MD.

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***Q3:** Is this a multi-site project (e.g., there is a coordinating or lead center, more than one site participating, and/or a study-wide protocol)?

HELPFUL TIP

This question is intended to determine whether the project is limited to local activities or whether multiple sites are conducting the same activities. The latter is an indication that the results may be generalizable (a key determination for "research"). If multiple institutions are conducting the activities, it is less likely that the outcomes will be used for quality improvement or program evaluation at the local institution.

Note that, in some cases, UW personnel work with a community partner on a local QI/program evaluation project; in these instances, while you should answer "Yes" to this question, a "not research" determination may still be applicable. In this case, contact the IRB Office for guidance.

◯ Yes Select "YES" if your project occurs at Meriter and another institution (e.g. UW).

◯ No Select "NO" if your project occurs ONLY at Meriter.

- You will receive an email confirming your self-certification.
- Download and save the PDF.
- Email the PDF with your Project Description to MSN_ResearchIntegrity@unitypoint.org.