

## Instructions for a Quality Project Submission to UnityPoint Health – Meriter Institutional Requirements

**A**

1. Non-UW Affiliates: Complete the UW – Madison **Self-Certification Tool** for Quality Improvement projects  
**or**
2. UW Affiliates: Submit a **Not Research Arrow application** and **UW determination letter**.

1. Self-Certification tool is found here:

[https://uwmadison.co1.qualtrics.com/SE/?SID=SV\\_3lVeNuKe8FhKc73](https://uwmadison.co1.qualtrics.com/SE/?SID=SV_3lVeNuKe8FhKc73)

See tips in screenshot for completing.

**Health Sciences**  
Institutional Review Boards

### UW-Madison QI/Program Evaluation Self-Certification Tool

Name of Project Lead/Investigator: List names with department/credentials.

(MD, GI Fellow) (MD, GI Faculty) (IM Resident)

Project Title:

Impact of COVID-19 on

Brief Description of Project/Goals:

See attached Put description in separate Word Document.

Save the self-certification to PDF.

**Or**

2. UW Affiliates secure electronic copies (pdf) of your **Not Research Arrow application** and **UW determination letter**.

**B**

In a **SEPARATE DOCUMENT** provide the information below.

### Identifying Information

Project Title:

Project Leads List people and their titles/departments.

**Background** – this can be brief but should provide context as to why you are proposing this project.

### Project Purpose/Goals/Aims

- Describe the main intent of the project.
- Give a simple explanation of what you will be doing.

- [Using this chart](#), explain why this is a quality project and not research. Tell how your project will improve care at UnityPoint Health – Meriter.
- Identify clearly your patient population (inclusion/exclusion criteria).

**Procedures or Methods Involved.**

If this is record review, survey, interview, or patient intervention, describe that.

If you are interacting with patients in one of our clinics or medical units, please name the Meriter manager who has granted you permission to interact with patients.

**Data Security**

1. Will you be recording identifiers with your data?
2. Describe where the data you are collecting will be stored.
3. How long will identified data be kept?
4. When will identifiers be destroyed?

**Writing Tips**

- No run-on sentences.
- No tracked changes or comments.
- The first time an abbreviation appears it should be in parentheses following the proper wording, such as "urinary tract infection (UTI)." Thereafter the abbreviation may be used alone.
- Do not assume that everyone reading your paper, has your knowledge or expertise.
- Bullets are great! Make them vertical, creating a nice list, not horizontal.

**Email Materials from A and B above to the Meriter Research Compliance Office**

Send the following to: Liz Michaels, MS, CIP, [liz.michaels@unitypoint.org](mailto:liz.michaels@unitypoint.org)

1. Self-Certification or Not Research Arrow application with UW determination letter.
2. A word document with your project description.

If questions, call 417-6411 or email Liz.