



# OSPIP Contracts Officer Guidance

## Human and Animal Subjects Process For Sponsor Request for Certification

Office of Sponsored Projects & Industry Partnerships  
One Cyclotron Road, MS46R0125 Berkeley, CA 94720 USA

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Before accepting awards that involve human or animal subjects, OSPIP must confirm the research has been reviewed and approved by either the IRB or IACUC. Confirmation of this approval is required at different stages in the process depending on the sponsor.

1. OSPIP will notify the PI and HARC any time a sponsor requests IACUC or IRB Certification, or when required in the award acceptance process.
2. Following the HARC certification [process](#) the PI will complete the Certification Request [Form](#) ('CRF').
3. HARC will send their certifications to OSPIP via the [spoharc@lbl.gov](mailto:spoharc@lbl.gov) email list.
4. OSPIP will notify the PI when the Certifications are sent to the sponsor.
5. OSPIP will note any agency restrictions on the SPAA.
6. OSPIP will ask the agency to lift restrictions when notified by HARC that sponsor requirements are met.
7. OSPIP will release the restrictions, if any, with another SPAA after the funding agency lifts the restrictions (in writing) on the award.