



OFFICE OF THE CHANCELLOR  
405 HILGARD AVENUE  
LOS ANGELES, CALIFORNIA 90095-1405

September 3, 2008

DA 251.07

**DIRECTOR JUDITH BROOKSHIRE, OFFICE FOR THE PROTECTION OF RESEARCH  
SUBJECTS**

**ASSISTANT DIRECTOR CARRIE FISHER, EDUCATION AND POLICY, OFFICE FOR THE  
PROTECTION OF RESEARCH SUBJECTS**

**DIRECTOR SHARON FRIEND, OPERATIONS, OFFICE FOR THE PROTECTION OF RESEARCH  
SUBJECTS**

**ASSISTANT DIRECTOR ERIC MAH, HUMAN SUBJECTS RESEARCH, OFFICE FOR THE  
PROTECTION OF RESEARCH SUBJECTS**

**ASSISTANT DIRECTOR BETTE OKEYA, COMPLIANCE, OFFICE FOR THE PROTECTION OF  
RESEARCH SUBJECTS**

**ASSISTANT DIRECTOR ALISON ORKIN, HUMAN SUBJECTS RESEARCH, OFFICE FOR THE  
PROTECTION OF RESEARCH SUBJECTS**

**Delegation of Authority – To Approve Applications for Certificates of Confidentiality and Privacy  
Certificates**

- References:**
- (a) UC DA 2036 (To Solicit and Accept or Execute Certain Extramural Grants and Contracts) to Chancellors, dated March 10, 1995;
  - (b) UCLA Investigator's Manual for the Protection of Human Subjects;
  - (c) University of California Contract and Grant Manual;
  - (d) U.S. Department of Health and Human Services, National Institutes of Health, Office of Extramural Research, Grants Policy Statement (12/01/2003);
  - (e) Code of Federal Regulations, 28 CFR §22.23, Privacy certification.


**Supersedes:** UCLA DA 251.02 (To Approve Applications for Certificates of Confidentiality) to Director Brookshire, Assistant Directors Lada and Orkin, dated 6/7/2006.

I hereby delegate to you in your respective capacities within the Office for the Protection of Human Subjects (OPRS), the authority to execute and approve applications for Certificates of Confidentiality and to sign National Institute of Justice (NIJ) Privacy Certificates, in accordance with University policy and as sanctioned by the UCLA Human Research Policy Board.

The authority delegated to the Chancellor to solicit and accept or execute certain extramural grants and contracts includes the signing of related documents as necessary, except those as stipulated in UC DA 2036. This same authority has been redelegated to the Executive Vice Chancellor, Vice Chancellor for Research, other selected campus officials and selected Office of Contract and Grant Administration staff.

In the area of human subjects research, Principal Investigators are required to maintain and protect the privacy and confidentiality of all personally identifiable information of all human subjects participating in research, except as required by law or released with the written permission of the subject. The collection of highly sensitive data requires a higher level of protection of confidentiality and under federal law, investigators may obtain an advance grant of confidentiality, known as a Certificate of Confidentiality. All applicants for NIH and Department of Justice support are required to submit a Privacy Certificate as a condition of approval of a grant application or contract proposal regardless of whether personally identifiable information will be collected. The signature of an Institutional Official is required on an application for a Certificate of Confidentiality and on a Privacy Certificate. For this particular purpose, the campus has determined that authority to sign these applications and certificates should also be delegated to the Director of the OPRS, the Operations Director of OPRS and those OPRS Assistant Directors who have responsibility for Human Subjects Research.

This delegation is being reissued due to an organization change and to enable the signing of NIH Privacy Certificates in addition to Certificates of Confidentiality. This authority may not be further redelegated.



Gene D. Block  
Chancellor

cc: Executive Vice Chancellor & Provost  
Vice Chancellor for Research  
Assistant Vice Chancellor, Research  
Executive Vice President – Business Operations  
General Counsel and Vice President for Legal Affairs  
Executive Director –Research Administration and Technology Transfer  
Universitywide Policy Coordinator  
Manager Administrative Policies & Delegations