Instruction Manual

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How to Use the Binder

The Virtual Regulatory Binder is comprised of sections that apply to the range of human research studies. To access, click on the tabs at the left of each page.

Each section outlines the regulatory requirements, institutional policies and Good Clinical Practice (GCP) guidelines for organization, recordkeeping, QIU tips, and links to additional resources (e.g., federal regulations, IRB policies and forms, Research Go tools).

Whom to Contact for Help

UCLA CTSI Regulatory Affairs provides individual consultation and educational offerings to both new and experienced members of the research community, including investigators and study staff. To schedule a binder consultation, please contact Uma Ganapati.

Useful Links

- Printable Virtual Binder Tabs and Section Content
- UCLA Records Management Best Practices and Cost Analysis Guidance
- UCOP Record Keeping and Record Retention Requirement
- Source documentation

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