



**AAHRPP**®

Association for the Accreditation of  
Human Research Protection Programs, Inc.®

**Instructions to Prepare a Request for Full Accreditation**  
Updated December 15, 2015

## **I. Instructions to Prepare a Request for Full Accreditation**

A Request for Full Accreditation should provide a point-by-point response for each Standard that is marked as “Standard is not met.” You will find Areas of Concern that indicate the deficiencies in meeting the Standard. Describe the corrective actions you have made.

For Areas of Concern regarding written materials, provide the revised or added materials.

For Areas of Concern regarding practice or knowledge:

- Include changes policies or procedures, if any, with revisions highlighted.
- Document that education or training has occurred for appropriate people.
- Include the results of monitoring of the practice.
- Include other strategies to improve practice, when appropriate.

For Areas of Concern regarding other issues:

- Include a summary of what you have done to address the concern.

## **II. Preparing the Request for Full Accreditation**

A Request for Full Accreditation is comprised of a Submission Form and the following two sections:

Section A: Request for Full Accreditation

Section B: Supporting Documents

### **Request for Full Accreditation**

For each item listed under Areas of Concern provide a written response. Begin your response with a brief summary of the changes, followed by a list of the revised documents submitted, if any. Identify the Element or Standard with which each response is associated.

In your response refer the supporting documents in Section B. Identify the document number and point out the relevant sections, pages, paragraphs, or lines to make it easy for AAHRPP staff and site visitors to locate in Section B the information that supports your Organization’s response.

### **Supporting Documents**

Section B should include a copy of each supporting document, if any, ordered by reference number. Include only one copy even when the document supports multiple Elements or Areas of Concern. Use highlighting or track changes to point out specific revisions.

## **III. Assembly and Mailing**

Please refer to the Instructions for Submitting Materials in Support of Accreditation for information on assembly and submitting the Request for Full Accreditation.

Please contact the AAHRPP staff at (202) 783-1112 if you have questions related to submitting a Request for Full Accreditation.