MEMORANDUM

To: CIRB Stakeholders

From: Amanda P. Sly, BA, CIP
Director of Central Operations; NCI CIRB Operations Office

Date: April 22, 2019

Subject: Revisions to CIRB SOPs

An updated version of the CIRB SOPs is now available on the CIRB website.

If you have any questions regarding the changes to the SOPs, contact the CIRB Helpdesk: ncicirbcontact@emmes.com or 1-888-657-3711.

An overview of the changes to the SOPs is detailed below. The CIRB is now duly constituted to review for the inclusion of incarcerated participants.

Section 2.0 Limits in Scope
1. Section 2.3.8.1 – removed this section as it indicated the CIRB is not constituted to review for inclusion of prisoners.

Section 3.0 Division of Responsibilities
1. Section 3.1.1.7 – clarified CIRB documents are posted to a secured website.
2. Section 3.1.1.11 and 3.2.1.10 – added review of investigator requests for review of incarcerated participants.
3. 3.3.4 – updated to state the CIRB is constituted to review for incarcerated participants

Section 7 CIRB Decision-Making
1. Section 7.5.4 – updated to state the CIRB does review for those incarcerated while already enrolled on a study.