

## 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](mailto: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.