Memorandum

**To:**  CIRB Stakeholders

**From:** Laura Covington, MS, CIP

Director of Local Operations; NCI CIRB Operations Office

**Date:**  June 15, 2017

**Subject: Revisions to Local Context Worksheets**

The CIRB’s Annual Signatory Institution Worksheet, Annual Principal Investigator Worksheet, and the Study-Specific Worksheet have been revised to make it easier for you to provide the required local context information to the CIRB.

To support these revisions, instructions for completing these Worksheets can be found on the CIRB website within the “For Institutions” section, under Quickguides: <http://www.ncicirb.org/institutions/institution-quickguides>.

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

An overview of the changes by Worksheet is detailed below.

**Annual Signatory Institution Worksheet:**

1. Question 1 changed from identifying Network membership to identifying the boards used by the institution.
2. Question 12 has additional directions for the submission of boilerplate language.
3. Question 15 has been added to request the institution’s plan for updating changes to boilerplate language in studies currently open at the institution.
4. Questions 19 and 20 have been added to provide a specific area for translations and templates used by the institution.

**Annual Principal Investigator Worksheet:**

1. Question 6 now auto-populates all studies the PI has opened with the CIRB.
2. Question 9 has added clarification regarding the assent requirements of the CIRB and the information requested from the PI.
3. Question 29 includes the addition of employees as a potential vulnerable population.

**Study-Specific Worksheet:**

1. Questions 16, 17, and 8 have been added to provide a specific area for recruitment, assent, and translations and templates used by the institution.