

MEMORANDUM

To: CIRB Stakeholders

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

Date: August 2, 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.

Section 3.0 CIRB Responsibilities

1. Section 3.1.1.6 – Removed this section, as the CIRB reviews Unanticipated Problems and Serious or Continuing Noncompliance but not individually Adverse Event Reports.
2. Section 3.1.7 – Updated to clarify that documents will be provided directly to coordinating groups if a secure website is not available.

Section 4.0 CIRB Membership

1. Throughout the terminology ‘patient advocate’ was changed to ‘non-scientist’.
2. 4.1.2.7 – Added the requirement for an ethics professional to serve as a member of the CIRB.
3. 4.3.3 – Added the requirement for reappointment letters to be issued to CIRB members upon reappointment. Lengthened CIRB term lengths from two to three years.
4. 4.3.6, 4.3.6.1 and 4.3.6.2 – Updated to clarify when a CIRB member may be removed from the CIRB before the end of their term.
5. 4.4.4 – Added text confirming new CIRB members cannot serve on the CIRB until all training requirements have been completed.
6. 4.4.11 – Added text requiring a training session during CIRB meetings once per month