

## **MEMORANDUM TO FILE**

To: CIRB Regulatory File

From: Jenny Morris MS, MBA, CIP  
Director of Central Operations; NCI CIRB Operations Office

Date: October 21, 2022

Subject: Clarification to the Ability of CIRB Members to Serve as Alternates on Other Boards

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](#).

An overview of the change to the SOPs is detailed below.

Sections 4.7 and 5.2 – Replaced ePanel information with IRBManager information.

Section 5.9.13 - Updated the study completion criteria

Changes to this policy as noted above are effective immediately.