**MEMORANDUM TO FILE**

To: CIRB Regulatory File

From: Jenny Morris, MS, MBA, CIP

 Director of Central Operations; NCI CIRB Operations Office

Date: March 14, 2022

Subject: Modification to the CIRB SOP’s Use of Short Form Consent

An updated version of the [CIRB SOPs](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fncicirb.org%2Fabout-cirb%2Fsops&data=02%7C01%7Cbcampbell%40emmes.com%7C5ed467859ac1468c5e9908d83ed77c69%7C4aedf6ad32c04bb6b6bcaf5597447e81%7C0%7C0%7C637328442524019540&sdata=Fvb9fio3QincmVvbILrSzRg%2FAxxHLrFnGrTZjUy2zbo%3D&reserved=0) is now available on the CIRB website.

If you have any questions regarding the changes to the SOPs, contact the [CIRB Helpdesk](https://ncicirb.org/contact-us).

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

Section 7.8.2 – Updated to include information on when short forms may be used.

Changes to this policy as noted above are effective immediately.