**MEMORANDUM**

To: CIRB Stakeholders

From: Laura Covington, MS, CIP 

Director of Local Operations; NCI CIRB Operations Office

Date: April 25, 2018

Subject: Revisions to CIRB SOPs

An updated version of the [CIRB SOPs](https://www.ncicirb.org/about-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.

**General Changes**

1. Sections 4.15.4.4 and 5.7 – revised for consistency regarding who attends CIRB meetings.
2. Sections 5.9.1.4 and 8.6.7 – modified to reflect a shift to start the period of approval for a study at the time of “final” approval rather than at the time of an approval pending modification.
3. Section 5.9.5 and 8.5.3 – revised to reflect the review of editorial and administrative amendments.

**Section 5 Meeting Administration**

1. Section 5.9.3.5 – deleted since status changes are no longer being reviewed as amendments.
2. Section 5.9.5 – revised to reflect the review of editorial and administrative amendments.
3. Section 5.13.2 – update to identify the possible votes a member may make to a motion and what they mean.

**Section 7 CIRB Decision-Making**

1. Section 7.8.2 – revised section to address short form consent and the use of CIRB-approved short forms on the CTSU website.

**Section 8 CIRB-Decision Making: Specific Considerations Based on Review Type**

1. Section 8.5 – revised to define editorial and administrative amendments.
2. Section 8.5.3 – revised to reflect the review of editorial and administrative amendments.
3. Section 8.14.1.2.3 – revised definition of continuing noncompliance to be consistent with definition in section 10.