










**Checklist:  
Incorporating the CIRB into  
Local Procedures at  
Adult and Pediatric Institutions**

	Procedure	
	<p><b>Modification of Local Site's Assurance to include NCI CIRB</b></p> <p style="text-align: center;">+</p> <p><b>An OHRP-signed copy of the modified assurance sent to the CIRB</b></p> <p>Does your site possess a valid Assurance designating the CIRB as one of your institution's IRB's?</p>	
	<p><b>Provide a copy of the executed NCI CIRB Authorization Agreement to each of the Institutions that may rely on your IRB's review (as listed on the agreement)</b></p> <p>Are these Institutions aware that they are participating in the CIRB? Do they have proper documentation?</p>	
	<p><b>Creation of SOP to utilize Facilitated Review Process</b></p> <p>Do you have documentation for how the CIRB is going to work at your site?</p>	
	<p><b>Determination of Facilitated Review Subcommittee</b></p> <p>Who is going to review the CIRB protocols at your site?</p>	
	<p><b>Notification to Local Investigators and Research Study Staff of new CIRB processes</b></p> <p style="text-align: center;">+</p> <p><b>A copy of this notification sent to the CIRB to verify process completion</b></p> <p>Do the Investigators at your site know about the CIRB? Is the CIRB aware of this?</p>	
	<p><b>CIRB provided with contact information for Local IRB and Local Investigators/Research Study Staff</b></p> <p>Who needs to be aware of CIRB correspondence? Who needs access to the CIRB website?</p>	

If you have any questions about these procedures or the CIRB Initiative in general please contact the CIRB.

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