**MEMORANDUM TO FILE**

To: CIRB Regulatory File

From: Jenny Morris MS, MBA, CIP

 Director of Central Operations; NCI CIRB Operations Office

Date: October 29, 2020

Subject: Modification to the CIRB SOP’s Translation of Participant Directed Instruments and Administrative Editorial Update Review Criteria

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 2.3.6 – Updated to include Cancer Prevention Clinical Trials Network (CP-CTNet).

Section 5.9.1.4 – Added new definition for effective date.

Section 5.9.6.7 – Added new definition for effective date.

Section 7.5.2.3 – Updated to clarify assent requirements, specifically for subsections 7.5.2.3.1, 7.5.2.3.4, and 7.5.2.3.5.

Section 7.8.3 Translation of Participant Directed Instruments - Updated to clarify the different types of participant directed instruments the CIRB reviews and what information the CIRB requires to conduct those reviews.

Section 8.5 Review of Editorial or Administrative Amendments

1. Section 8.5.1.7 – Replaced with text from section 8.5.2.2

Changes to this policy as noted above are effective immediately.