**NCI CIRB Oversight Questionnaire**

*[The oversight questionnaire is completed by an institution that identifies as not having an internal IRB.]*

**Institution Name and (CTEP Site Code):**

 **Name of Network Group Membership:***[Provide membership status (i.e., Main Member, Affiliate Member) Provide the name of Main Member and their CTEP Site Code if your institution is an Affiliate Member.] You must be on a Network Group Membership roster in order to enroll with the CIRB.*

**Person in Charge of Oversight (Department, Name and Title):** *[This person cannot be a Principal Investigator who will open studies with the CIRB or a team member that interacts with study participants. Please describe how this person oversees the conduct of research in question #2.]*

**Oversight Processes:** IDENTIFY INSTITUTION-SPECIFIC PROCEDURES FOR HOW THE FOLLOWING ARE MET *[Provide policies, SOPs, organization chart or other supporting documents that will support your responses.]*

1. **How does the institution ensure the initial and ongoing qualifications of investigators and research staff?** *[Describe the process for collecting and reviewing qualifications of the research team.]*
2. **What are the processes for overseeing the conduct of the research?** *[Describe how the person(s) in charge of oversight assure the conduct of research adheres to applicable federal and local regulations. Include details of their duties, how they fulfill their duties, and who they report to. ]*
3. **How is protocol compliance monitored?** *[Provide information such as person, department or committee responsible for the monitoring of protocol compliance, frequency of internal audit and/or external audit, describe audit process, who is responsible for reporting of SAEs.]*
4. **How is compliance with state, local, or institutional requirements related to the protection of human subjects, if any, maintained?**
5. **What mechanism is used to receive and address concerns from local study participants and others about the conduct of the research?**