

Attachment 3A – New Member Welcome Letter

Dear _____,

Welcome to the NCI CIRB Initiative!

I am pleased to hear that you have agreed to serve as a member of the **Pediatric/Adult** CIRB. I will be your main point of contact during your orientation process. In order to begin this process, please provide the following information to me:

1. **Mailing address.** We will be sending material that will assist you in your role as a CIRB member along with other materials needed to complete your orientation process.
2. **Availability for CIRB Orientation Teleconference.** Provide times that your schedule will accommodate a one hour teleconference orientation. During this teleconference I will orient you to the NCI CIRB Initiative and your role as a CIRB member.
3. A **digital headshot** of yourself so that it may be posted to the public side of the NCI CIRB website.

In addition, please complete and return the attached forms to me:

1. **Biosketch questionnaire.** A biosketch will be drafted from the information you provide to be posted to the public side of the NCI CIRB Website. If you have a prepared biosketch, please feel free to send it in lieu of the questionnaire. You may view current members' biosketches on the NCI CIRB website at:
http://www.ncicirb.org/cirb_roster.asp#Adult%20CIRB%20Board
2. **Contact information form.**
3. **W9** This document is required for processing of honorarium.
4. **Non-Disclosure Agreement (NDA)** pertaining to the confidentiality of study documents.
5. **Direct Deposit Form** – this form is optional. If you wish to have your honorarium deposited directly to your account, please complete and return this form. Otherwise a check will be mailed to the address you provide.

A schedule of the **Pediatric/Adult** Board meetings is attached for your information. The meetings begin at **11:00/9:00** am Eastern time and last approximately 3-4 hours. This schedule can also be found on the CIRB website at <http://www.ncicirb.org>.

The last item attached is a list of the steps you will need to take to complete the orientation process. Please use this document to help track your progress.

If you have any questions about the CIRB and your orientation process, please feel free to contact me.

Sincerely,
John Horigan
NCI CIRB Administrator
NCI CIRB Operations Office
c/o The EMMES Corporation
401 N. Washington Street, Suite 700
Rockville, MD 20850
P 301-251-1161 ext. 2827
F 301-560-6538
<http://www.ncicirb.org>

cc: NCI CIRB Head
NCI CIRB Project Officer
CIRB Director of Operations