

Attachment 3F:
CIRB New Board Member Orientation-Information

Attachment 3F: NEW BOARD MEMBER ORIENTATION STEPS

This document will help guide you through what is required of you before becoming an acting Board member. Please use this as a step-by-step process in order to facilitate a smooth orientation. If you have questions, please call John Horigan at 301-251-1161 ext 2835 or email me at jhorigan@emmes.com.

1. You will receive the CIRB Orientation Packet by mail. This packet includes several documents such as the IRB Member Handbook by Bankert and Amdur which explains the regulatory obligations of Board members. The other documents included in the packet will serve as important reference material. Please review these documents and direct any questions to me.

2. You will complete an orientation to ePanel[®], the internet-based meeting software used for CIRB meetings. ePanel[®] is a product of Humanitas, Inc. They will contact you directly to schedule an orientation to last approximately 30 minutes.

3. Review the Orientation Materials Posted to the reference section of ePanel[®]. This section have valuable information about the CIRB and its policies and practices.

4. Complete the NIH's Human Participants Education for Research Teams web-based training at: <http://phrp.nihtraining.com/users/login.php> and submit the certificate of completion to me. If you have completed a comparable training such as CITI, or have previously completed this training please submit a copy of the certification of completion.

5. Submit all information requested in the CIRB Welcome letter including:
 - a. A digital headshot,
 - b. a prepared biosketch or the Biosketch Questionnaire
 - c. contact information form
 - d. W9
 - e. Non-Disclosure Agreement

6. Attend a CIRB Operations Office teleconference orientation. If you have not scheduled this teleconference, please send me your availability so we may do so. The orientation will take approximately an hour.

7. Observe one Board meeting. New members must observe (no participation in the discussion and no voting) at least one CIRB meeting during the orientation period. At the completion of all orientation requirements, as listed here, you will be given the privileges and responsibilities of a voting CIRB member.