

**Attachment 3 H - I:**  
**TEMPLATE LETTERS**

Attachment 3H – Adult Query of Candidate Interest

Attachment 3I - Pediatric Query of Candidate Interest

## **Attachment 3H - Adult Query of Candidate Interest**

Dear \_\_\_\_\_,

You have been recommended by \_\_\_\_\_ as a potential Board member for the NCI Central Institutional Review Board (CIRB). If you are not familiar with the project, it is an NCI Initiative that was established to eliminate redundant local IRB reviews of phase 3 Cooperative Group trials while maintaining high standards of human subjects protections.

The Board meets twice a month via an internet enhanced conference call. Each meeting lasts approximately 3-4 hours and occurs on the first and third Thursday of the month at 9:00 am ET. There is also an educational meeting every year that occurs in person. Board related travel for the educational meeting is covered and a per diem is provided. Board members serve two-year terms and receive an honorarium for volunteering their time. You may refer to the NCI CIRB website at [www.ncicirb.org](http://www.ncicirb.org) for more information.

The reason you are being considered is there is an opening for a \_\_\_\_\_.

If you are interested in participating, please send me a current copy of your CV. If you are not able to serve at this time but are interested in this opportunity in the future, please provide a date when you believe you will be available so that we may contact you again in the future.

I look forward to your reply. If you have any questions, please feel free to contact me.

Thank you,  
Jacquelyn L. Goldberg, J.D.  
Head, Central IRB Initiative  
National Cancer Institute, NIH  
6130 Executive Boulevard Room 6102  
Bethesda, MD 20892  
goldberj@mail.nih.gov  
ph 301-496-0510  
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[www.ncicirb.org](http://www.ncicirb.org)

cc: NCI CIRB Project Officer  
CIRB Administrator

## **Attachment 3I - Pediatric Query of Candidate Interest**

Dear \_\_\_\_\_,

You have been recommended by \_\_\_\_\_ as a potential Board member for the NCI Central Institutional Review Board (CIRB). If you are not familiar with the project, it is an NCI Initiative that was established to eliminate redundant local IRB reviews of COG phase 2, 3 and pilot trials while maintaining high standards of human subjects protections

The Board meets once a month via an internet enhanced conference call. Each meeting will last approximately 3-4 hours and occurs on the second Thursday of each month at 11:00 am ET. There is also an educational meeting every year that occurs in person. Board related travel for the educational meeting is covered and a per diem is provided. Board members serve two-year terms and receive an honorarium for volunteering their time. You may refer to the NCI CIRB website at [www.ncicirb.org](http://www.ncicirb.org) for more information.

The reason you are being considered is there is an opening for a \_\_\_\_\_.

If you are interested in participating, please send me a current copy of your CV. If you are not able to serve at this time but are interested in this opportunity in the future, please provide a date when you believe you will be available so that we may contact you again in the future.

I look forward to your reply. If you have any questions, please feel free to contact me.

Thank you,  
Jacquelyn L. Goldberg, J.D.  
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cc: NCI CIRB Project Officer  
CIRB Administrator