

Attachment 3 K - M:
TEMPLATE LETTERS

Attachment 3K - Notification of Selection to Serve on
NCI CIRB

Attachment 3L - Notice of Rotation Off

Attachment 3M - Thank You to Retiring Members and
Acknowledgment of Resignation

Attachment 3K - Notification of Selection to Serve on NCI CIRB

Dear _____,

We are pleased to notify you of your appointment to the NCI CIRB!

John Horigan, NCI CIRB Administrator, will be contacting you within the next 10 days to begin the orientation process. He will serve as your primary contact during this process and will work with you to complete all of the necessary documents and orientation activities. We look forward to working with you.

Sincerely,
Jacquelyn L. Goldberg, J.D.
Head, Central IRB Initiative
National Cancer Institute, NIH
6130 Executive Boulevard Room 6102
Bethesda, MD 20892
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ph 301-496-0510
fax 301-480-2642
www.ncicirb.org

cc: NCI CIRB Project Officer
CIRB Administrator

Attachment 3L - Notice of Rotation Off

Dear

We have begun the process of retiring members who approaching completion of their tenure or have served beyond their tenure so that new members have the chance to serve.

We do not have a precise date yet for your rotation off the Board. The Operations Office is working with the new appointees to determine dates, but I will get back to you once a date is established.

OR

Your last meeting will be

Thank you for your time and your contributions to the CIRB.

John Horigan
NCI CIRB Administrator

NCI CIRB **Adult/Pediatric** Chair

cc: Head, Central IRB Initiative

**Attachment 3M - Thank You to Retiring Members and
Acknowledgment of Resignation**

Dear _____,

On behalf of the NCI CIRB Initiative, we want to thank you for your service and dedication to upholding high standards of human subjects protections. It is the diligence of our Board members that makes it possible for this Initiative to continue to accomplish its goals. It has been a pleasure working with you and we wish you success in the future.

Regards,

Jacquelyn L. Goldberg, J.D.
Head, Central IRB Initiative

NCI CIRB **Adult/Pediatric** Chair

cc: CIRB Administrator