

**Attachment 3E:**  
**CIRB New Board Member Orientation-Information**

Attachment 3E: Non-Disclosure Agreement

OMB#: 0925 – 0625

Expiry Date: 01/31/2014

Collection of this information is authorized by The Public Health Service Act, Section 411 (42 USC 285a). Rights of your participation in the NCI CIRB is protected by The Privacy Act of 1974. Participation is voluntary, and there are no penalties for not participating or withdrawing from the NCI CIRB at any time. Refusal to participate will not affect your benefits in any way. The information collected will be kept private to the extent provided by law. Names and other identifiers will not appear in any report of the NCI CIRB. Information provided will be combined for all participants and reported as summaries. You are being requested to complete this instrument so that we can conduct activities involved with the operations of NCI CIRB Initiative.

**NOTIFICATION TO RESPONDENT OF ESTIMATED BURDEN**

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0625). Do not return the completed form to this address.



January 7, 2008

<NAME>  
<ADDRESS>  
<ADDRESS>

Reference: NCI Central Institutional Review Board

Dear <Dr. \_\_\_\_\_>:

The National Cancer Institute ("NCI") and the EMMES Corporation ("EMMES") are pleased to have you participate as a member of the NCI's Central Institutional Review Board ("CIRB"). EMMES is the contractor supporting CIRB operations. We welcome your participation and contribution towards the success of this initiative.

As you know, the activities of an IRB involve the dissemination to its members of certain verbal or written confidential or proprietary information. We appreciate that you agree to handle all information received as a member of the CIRB with the same care to avoid disclosure or unauthorized use as you would to protect your own confidential or proprietary information. This includes the proper disposition or return of any confidential or proprietary information after the need for it has expired or if you cease being a member of the CIRB. Please be assured that the EMMES Corporation will provide this same level of care with respect to any proprietary information that it receives from you.

Please acknowledge your agreement to maintain confidentiality of the information by signing the acknowledgement copy of this letter and returning it to EMMES. We look forward to our collaboration on this and other future efforts.

Very truly yours,

Brian P. Hochheimer  
Vice President & CFO

Acknowledged:

\_\_\_\_\_  
Date: \_\_\_\_\_

By: Dr. \_\_\_\_\_