



National Cancer Institute  
Central IRB Initiative

### Add or Remove Affiliate Institution Personnel

**This form must be submitted by the Signatory Institution Primary Contact.**

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 National Cancer Institute (NCI) Central Institutional Review Board (CIRB) Initiative is protected by The Privacy Act of 1974, as amended. The purpose of the information collection is to conduct reviews of clinical trial studies. Although your participation in NCI-sponsored research and completion of the forms is voluntary, if you wish to participate in the CIRB, you must complete all questions on the form. The information you provide will be combined for all participants and reported as summaries. It will be kept private to the extent provided by law.

**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.

### Remove Affiliate Institution Personnel

Provide information below to remove personnel from Affiliate Institution(s).

These individuals will no longer have access to the CIRB website or receive study-related correspondence from the CIRB.

First Name	Last Name	NCI Investigator Number / NCI Person ID Number	Role of Person



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**Add New Affiliate Institution Personnel Information**

Provide the information requested for new or existing personnel at the Affiliate Institutions including: Sub-Investigators and Research Staff.

Sub-Investigators and Research Staff are those who have a role in the conduct of studies opened using the CIRB and function under the direction of a specific study's Signatory Institution Principal Investigator. Sub-Investigators and Research Staff will receive access to the CIRB website.

New personnel will receive information about how to access the CIRB Website in a separate email.

<input type="checkbox"/> Add <input type="checkbox"/> Revise		
Signatory Institution Name		
Affiliate Institution Name		
Role of Person at Affiliate Institution (Sub-Investigator, Research Staff)		
First Name	Last Name	Degree
Title/Role (for Research Staff only)		
NCI Investigator Number / NCI Person ID Number	Email Address	
Telephone Number ( ) -	Extension	

<input type="checkbox"/> Add <input type="checkbox"/> Revise		
Signatory Institution Name		
Affiliate Institution Name		
Role of Person at Affiliate Institution (Sub-Investigator, Research Staff)		
First Name	Last Name	Degree
Title/Role (for Research Staff only)		
NCI Investigator Number / NCI Person ID Number	Email Address	
Telephone Number ( ) -	Extension	

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Signatory Institution Name		
Affiliate Institution Name		
Role of Person at Affiliate Institution (Sub-Investigator, Research Staff)		
First Name	Last Name	Degree
Title/Role (for Research Staff only)		
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