



OMB #0925-xxxx Expiry Date: xx/xx/xxxx

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

<<Month DD, YYYY>>

<<Member Name>>

[Via email: <<Email Address>>

Reference: NCI Central Institutional Review Board

Dear [REDACTED]:

The National Cancer Institute ("NCI") has notified us of your appointment to the NCI's Central Institutional Review Board ("CIRB"). Emmes is the contractor supporting CIRB operations.

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,

Name of Memo/Letter
Date

Page x

John D. Horigan, MA, CIP
NCI CIRB Administrator

Acknowledged:

_____ Date: _____

cc: Member File