

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

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Dear CIRB Participant,

The CIRB Operations Office is conducting a survey of all CIRB participants to understand the best way to communicate information about the NCI CIRB Initiative in the future.

Please share your opinion by completing the 16 question survey at the link below. The survey takes less than 10 minutes to complete, and will be anonymous.

Thank you for participation.

Survey Questions

1. When you think about the various methods and materials that NCI CIRB uses to communicate with you, how would you evaluate their overall usefulness?
 - 1 Very Useful
 - 2 Somewhat Useful
 - 3 Not Very Useful
 - 4 Not Useful

2. To what extent do you agree or disagree with the following statement: "I have the information I need from the CIRB to do my job effectively."
 - 1 Strongly Agree
 - 2 Somewhat Agree
 - 3 Somewhat Disagree
 - 4 Strongly Disagree

3. Which ONE of the following would you say is the matter in which you tend to learn new information about CIRB?
 - 1 Reading
 - 2 Listening
 - 3 Watching

4 "Hands-on" approach

4. Thinking about how the CIRB relays information, are you “aware” the following CIRB communication methods exists? *(check all that apply)*

- CIRB website
- CIRB Helpdesk
- Individual Institution conference calls
- ListServ / broadcast emails
- Presentations at group meetings
- Booths at group meetings or conferences
- Webinars

5. Thinking about existing CIRB communication methods, which of the following do you “currently use” to access CIRB information? *(check all that apply):*

- CIRB website
- CIRB Helpdesk
- Individual Institution conference calls
- ListServ / broadcast emails
- Presentations at group meetings
- Booths at group meetings or conferences
- Webinars

6. Thinking about existing CIRB communication methods, which of the following would you like to “see used more” in the future to access CIRB information? *(check all that apply):*

- CIRB website
- CIRB Helpdesk
- Individual Institution conference calls
- ListServ / broadcast emails
- Presentations at group meetings
- Booths at group meetings or conferences
- Webinars

7. Thinking about how the CIRB relays information, are you “aware” the following CIRB communication vehicles exists? *(check all that apply)*

- CIRB Standard Operating Procedures (SOPs)
- Handbook for Local Institutions
- Checklist for incorporating the CIRB into your institution
- NCI CIRB Instruction Manual for Worksheet Completion in IRBManager
- Quickguides (one page document with high level information)
- Frequently Asked Questions (FAQs)
- Board Member Rosters

- Publications, relating to the CIRB Initiative
- “What’s New?” section of the CIRB website homepage
- Schedule of CIRB Meetings and Agendas
- List of studies reviewed by the CIRB
- List of Signatory Institutions enrolled in the CIRB

8. Thinking about how the CIRB relays information, what CIRB vehicles have you “used” or do you “currently use”? (check all that apply)

- CIRB Standard Operating Procedures (SOPs)
- Handbook for Local Institutions
- Checklist for incorporating the CIRB into your institution
- NCI CIRB Instruction Manual for Worksheet Completion in IRBManager
- Quickguides (one page document with high level information)
- Frequently Asked Questions (FAQs)
- Board Member Rosters
- Publications, relating to the CIRB Initiative
- “What’s New?” section of the CIRB website homepage
- Schedule of CIRB Meetings and Agendas
- List of studies reviewed by the CIRB
- List of Signatory Institutions enrolled in the CIRB

9. Thinking about how CIRB relays information, what CIRB vehicles would you like to “continue seeing,” or would like to “see more” of in the future? (check all that apply)

- CIRB Standard Operating Procedures (SOPs)
- Handbook for Local Institutions
- Checklist for incorporating the CIRB into your institution
- NCI CIRB Instruction Manual for Worksheet Completion in IRBManager
- Quickguides (one page document with high level information)
- Frequently Asked Questions (FAQs)
- Board Member Rosters
- Publications, relating to the CIRB Initiative
- What’s New?
- CIRB Meeting Agendas
- Schedule of CIRB Meetings and Agendas
- List of studies reviewed by the CIRB
- List of Signatory Institutions enrolled in the CIRB

10. Thinking about information and content on the CIRB website, what information do you find “complete” (i.e. provides adequate guidance and content on subject)? (check all that apply):

- Standard Operating Procedures (SOPs) for Incorporating the CIRB at your institution
- Enrollment process
- Opening a Study
- Submitting requirements
- Local Context Considerations
- UP/SCN guidance and submission
- Changing Principal Investigators (PI)
- Study Closure

11. Thinking about information and content on the CIRB website, what information would you like “more detail” about in the future? (check all that apply):

- Standard Operating Procedures (SOPs) for Incorporating the CIRB at your institution
- Enrollment process
- Opening a Study
- Submitting requirements
- Local Context Considerations
- UP/SCN guidance and submission
- Changing Principal Investigators (PI)
- Study Closure

Write in any other you would like more detail about in the future:

12. The CIRB is considering new communication methods to support your information and training needs. How valuable would each of the following be to you? Please use the following numerical scale (scale: not valuable (1) and very valuable (5)):

- | | | | | | |
|--|---|---|---|---|---|
| • Recorded presentations from conferences | 1 | 2 | 3 | 4 | 5 |
| • Recorded trainings (process, step-by-step) | 1 | 2 | 3 | 4 | 5 |
| • Webinars on topics related to the CIRB | 1 | 2 | 3 | 4 | 5 |
| • Website “tutorials” | 1 | 2 | 3 | 4 | 5 |
| • Online orientation session for new users | 1 | 2 | 3 | 4 | 5 |
| (for those who use the CIRB as the IRB of Record) | | | | | |
| • Cheat Sheets (step-by-step instructional sheets) | 1 | 2 | 3 | 4 | 5 |
| • Audio recordings of conference calls | 1 | 2 | 3 | 4 | 5 |
| • Audio recordings explaining procedures | 1 | 2 | 3 | 4 | 5 |
| • Instant Messaging (IM) option with helpdesk | 1 | 2 | 3 | 4 | 5 |
| • Social media | 1 | 2 | 3 | 4 | 5 |

13. To what extent do you agree or disagree with the following statement: "I can navigate the CIRB website easily and find what I am looking for on the CIRB website"

- 1 Strongly Agree
- 2 Somewhat Agree
- 3 Somewhat Disagree
- 4 Strongly Disagree

14. What information would you like to see on the CIRB website that is currently not available? Please use the following numerical scale (scale: not important (1) and very important (5)):

- | | | | | | |
|--|---|---|---|---|---|
| • Listing of new studies opened within last 30 days | 1 | 2 | 3 | 4 | 5 |
| • Listing of studies with CIRB approval but not yet activated | 1 | 2 | 3 | 4 | 5 |
| • Sample SOP for incorporating the CIRB at your institution | 1 | 2 | 3 | 4 | 5 |
| • A "cheat sheet" on how to complete Worksheets and Forms | 1 | 2 | 3 | 4 | 5 |
| • Timeline for posting a document for the sites | 1 | 2 | 3 | 4 | 5 |
| • Templates for certain documents (for example, patient handout or medication diaries) | 1 | 2 | 3 | 4 | 5 |
| • Changes in regulation or guidance | 1 | 2 | 3 | 4 | 5 |
| • Changes in CIRB process | 1 | 2 | 3 | 4 | 5 |
| • Change or update to Handbook for Local Sites | 1 | 2 | 3 | 4 | 5 |
| • Handbook for Study Chair submissions | 1 | 2 | 3 | 4 | 5 |

15. Here are two final questions for demographic purposes only... In total, how long have you (not your institutions) been using the NCI CIRB Initiative?

- Less than 6 months
- 6 months – 1 year
- 1-3 years
- 4-6 years
- 7-9 years
- 10+ years

16. What is your current CIRB Role? (Select all that apply)

- Principal Investigator
- Signatory Institution Primary Contact
- Research Staff
- IRB / Regulatory Staff
- Network Group Staff