OMB# 0925-0753
Expiration Date 07/31/2021

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FOR THE NATIONAL CANCER INSTITUTE

CIRB Communication Survey

OMB #0925-0753, Expiration Date: 07/31/2018

The purpose of the information collection is to conduct reviews of clinical trial studies. NCI guidelines mandate the participation of institutions in the CIRB for Network group studies. You are being requested to complete this instrument so that we can conduct activities involved with the operations of the NCI CIRB Initiative. Although your participation in Network group 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 15 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 (0925-0753). Do not return the completed form to this address.

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?

- ◯ Very Useful
- ◯ Somewhat Useful
- ◯ Not Very Useful
- ◯ 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.”

- ◯ Strongly Agree
- ◯ Somewhat Agree
- ◯ Somewhat Disagree
- ◯ Strongly Disagree

3. Which ONE of the following would you say is your preferred method to learn new information from the NCI CIRB?

- ◯ Reading
- ◯ Listening
- ◯ Watching
- ◯ “Hands-on” approach

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4. Thinking about how the CIRB relays information, which of the following CIRB communication methods are you "aware" exist? (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
- [ ] None of the above

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
- [ ] None of the above

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
- [ ] None of the above

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7. Thinking about how the CIRB relays information, which of the following CIRB communication vehicles are you "aware" exist? (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
- [ ] None of the above

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
- [ ] None of the above

9. Thinking about how CIRB relays information, what CIRB vehicles would you like to “continue seeing," or would you like to continue “seeing more” 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
- [ ] None of the above

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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
- [ ] None of the above

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
- [ ] None of the above

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)):

	not valuable (1)	(2)	(3)	(4)	very valuable (5)
Recorded presentations from conferences	○	○	○	○	○
Recorded trainings (process, step-by-step)	○	○	○	○	○
Webinars on topics related to the CIRB	○	○	○	○	○
Website “tutorials”	○	○	○	○	○
Online orientation session for new users (for those who use the CIRB as the IRB of Record)	○	○	○	○	○
Cheat Sheets (step-by-step instructional sheets)	○	○	○	○	○
Audio recordings of conference calls	○	○	○	○	○
Audio recordings explaining procedures	○	○	○	○	○
Instant Messaging (IM) option with helpdesk	○	○	○	○	○
Social media	○	○	○	○	○

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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”

- ◯ Strongly Agree
- ◯ Somewhat Agree
- ◯ Somewhat Disagree
- ◯ 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)):

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

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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? (check all that apply)

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