

OR 202-E

01/01/07

Letter to be printed on SHS IRB/Research Letterhead

Date

Name/Address

Dear

As Chief of Staff at E.W. Sparrow Hospital, I am honored to reappoint you as *{IRB member, IRB Chair or Co-Chair, or IRB Alternate member}* of the Institutional Research Review Committee. We have appreciated your knowledge, dedication and commitment to the IRB. We sincerely hope you will agree to accept the reappointment as the *{designate position on IRB}* for the upcoming two-year term.

Term of Appointment: \_\_\_\_\_

To confirm your continued participation as *{designate position on IRB}* of the IRB, please sign and return this letter in the enclosed envelope to the Office of Research Oversight and Compliance on or before January \_\_\_\_\_.

The standing committees of the medical staff carry on functions vital to our institution. I want to thank you for your participation *{add "and leadership" if letter is to Chair or Co-Chair}* in this important role.

Yours truly,

*{Name of current Chief of Staff}*  
Chief of Staff  
E.W. Sparrow Hospital

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I accept the reappointment as *{designate position on IRB}* for the Sparrow Health System's IRB for *{dates of term of appointment}*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date