

OR 202-B

01/01/07

Letter printed on SHS IRB/Research Letterhead

Date

Name/Address

Dear

On behalf of the Sparrow Institutional Research Review Committee (IRRC), I am pleased to appoint you to the Committee, effective immediately. We appreciate your willingness to participate and your commitment, and in return we will do everything possible to respect your time and many other responsibilities.

The IRRC meetings are regularly scheduled for the second Monday of each month, with the possibility of an occasional special meeting. The meetings are held in Conference Room E of the Sparrow Professional Building (1200 E Michigan Avenue, 2nd floor), from 8:00 am to 10:00 am. The IRRC agenda packets will be mailed to you approximately 10 days prior to each meeting.

To confirm your participation on this Committee, please sign and return the IRB Appointment Agreement to the Suzanne Leialoha, CIM, IRB Administrator, in the enclosed SASE. Upon receipt of your confirmation, Ms. Leialoha will contact you to arrange for an orientation session. In the interim, please go to one of the following on-line Human Subjects Training sites and complete the tutorial. Each site will provide you with a certificate of completion and this should be turned in to Ms. Leialoha at the time of your orientation.

<http://www.hhs.gov/ohrp/education/index.html#materials>

http://www.humanresearch.msu.edu/training/training_index.htm

<http://cme.cancer.gov/clinicaltrials/learning/humanparticipant-protections.asp>

We look forward to working with you. If you have any questions, do not hesitate to contact the IRB Office of Research Oversight and Compliance at 517.364.2150.

Sincerely,

IRB Chairperson

Encl.: IRB Appointment Agreement