

*Print on SHS IRRC/Research Letterhead*

TO: (Principal Investigator)  
(Address)

ATTENTION: (contact, if applicable)

DATE: (today's date)

RE: (Study title and #)

Dear (Principal Investigator):

This letter is to confirm our appointment for \_\_\_/\_\_\_/\_\_\_ at \_\_\_\_\_ o'clock.

The purpose of this visit is to review the documents for the study referenced above and to tour your site in order to assure that the requirements for the conduct of the study in regard to the protection of human subjects are being adequately met.

In order to conduct the review of your site, you will need to provide the reviewers with the following material:

- the informed consent documents for each subject (if applicable)
- source documents (if needed)
- regulatory binder or protocol record file

Generally, the review takes about two hours; but it will take up very little of your time, about 20 minutes at the outset is usually adequate. If there are additional questions, we can take care of them over the phone or via email.

Please do not hesitate to give me a call if you have any questions regarding my visit.

Sincerely,

Suzanne Leialoha, CIM, IRB Administrator  
Institutional Research Review Committee  
Office of Research Compliance and Oversight  
Sparrow Health System