Dear ‘insert Chair name’,

On behalf of Dr. Aman Buzdar, VP, Clinical Research Administrator, I am requesting your support to serve as Chair on the Institutional Review Board ‘insert IRB number’. The Institutional Review Board ‘insert IRB number’ (IRB’insert IRB number’) is a federally-mandated administrative body established to protect the rights and welfare of human subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated. Serving as Chair on the IRB is an honor and a duty for experienced investigators on our faculty. The IRB’insert IRB number’ has the authority to approve, require modification in, or disapprove all research activities that fall within its jurisdiction as specified by both federal regulations and institutional policy. Proceedings of the IRB’insert IRB number’ meeting are confidential and should not be discussed outside of the committee. MD Anderson IRB Chairs are employees of the institution and their IRB duties are carried out independently of their other departmental or divisional reporting relationships.

As the Chair, you will be responsible for presiding over the IRB meetings for which you have been appointed. You may also be requested to participate in IRB ad-hoc meetings aimed at addressing unique issues with human subjects research that is conducted at MD Anderson. You may also participate on special advisory committees that include investigators, regulatory officials and/or institutional officials to discuss compliance and/or regulatory issues concerning the IRB.

You will be included on the Executive IRB, IRB3, roster. These meetings are held on the 4th Wednesday of the month starting at 1pm. You are encouraged to attend these meetings as IRB3 is the policy making board that discusses and finalizes IRB policies. In addition, IRB3 will discuss potential conflicts of interest (related to principal investigators) as well as serious adverse events and compliance issues.

It is essential that you attend at least one Public Responsibility in Medicine and Research (PRIM&R) conference during your term as the IRB’insert IRB number’ Chair. The PRIM&R conference is internationally recognized and serves to enhance education and knowledge in the area of human subjects research protection.

IRB’insert IRB number’ will meet on the ‘insert correct meeting date (1st and 3rd Wednesday or 2nd and 4th Thursday, etc.)’. The IRB’insert IRB number’ performs initial and continuing review for human subject research protocols and monitors adverse reactions experienced by protocol subjects. In addition, the committee reviews amendments to protocols designated above minimal risk as well as audits and DSMB reports. The committee schedule is attached for your reference.

With regards to mandatory IRB orientation, IRB Orientation is provided and will consist of the following:

- Criteria for Institutional Review Board (IRB) Approval of Research
- Continuing Review
- Ethics and IRB Role
- Responsibilities and Overview of IRB Membership
- IRB Meeting Logistics

We are confident that with your help, this committee will continue to play an important role in the clinical research performed at MD Anderson. We hope you will be able to serve in this critical
capacity. Please reply to this email as to whether you accept or decline this invitation to be an IRB Chair by MM/DD/YYYY. If you accept, please submit your current curriculum vitae.

Thank you,

‘insert your signature’