To: (IRB Member)  
(Address)  
Date (today's date)

Dear __________________:

Thank you for agreeing to serve as an Institutional Review Board member. We appreciate your willingness to assume a share of the responsibilities for human research oversight at this institution/organization during the next year.

I have enclosed documents we will need signed and returned to the IRB Chairperson, as well as informational and educational material.

Please read and sign the following documents:

   - IRB Appointment Agreement
   - IRB Member Confidentiality Agreement
   - IRB Member Recusal Agreement
   - SOP IRB Members Disclosure of Conflicting Interests policy

All IRB members must complete human subjects protection training and HIPS (health information privacy and security) training. Please review the educational requirements and complete this training at your earliest convenience.

Again, thank you very much for your participation in the IRB. Please do not hesitate to call me if you have any questions.

Sincerely,

Institutional Official

IRB Chairperson

Enclosures