IRB MEMBER APPOINTMENT

July 1, 2019

*<Name of IRB Member>*

*<Address of IRB Member>*

*<Phone Number of IRB Member>*

*<Fax Number of IRB Member>*

*<Email Address of IRB Member>*

Dear *<Hailing of IRB Member>*:

On *<appointment date>* you have been appointed to be a member of the IRB *<if there is more than one IRB, indicate the specific IRBs to which the IRB member is being appointed, such as “IRB-03”>*.

We appreciate your commitment of time to this important endeavor.

Please feel free to contact the IRB staff for any questions, concerns, or input. Please feel free to contact me directly if you believe you are unable to discuss your issues with the IRB staff.

Sincerely,

*<Organizational Official or designee of the Organizational Official>*

cc: *<Chairman or Supervisor of the IRB Member>*