



December 6, 2017

Enclosed please find your copy of the fully-executed Authorization Agreement and Division of Responsibilities between the NCI Central Institutional Review Board and the Signatory Institution.

If you have any questions, please do not hesitate to contact us at:

[ncicirbcontact@emmes.com](mailto:ncicirbcontact@emmes.com) or call 1-888-657-3711.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Weeks".

Michelle Weeks  
Outreach Specialist  
NCI CIRB Operations Office



National Cancer Institute  
Central IRB Initiative

## Authorization Agreement/Division of Responsibilities Between the NCI Central Institutional Review Board and the VA Institution

### Authorization Agreement Section

**A. Name of Organization Providing IRB Review:** National Cancer Institute Central Institutional Review Board (CIRB)

**NCI CIRB's Organization Number:** IORG0000460

**Adult CIRB – Late Phase Emphasis IRB Registration Number:** IRB00000781

**Adult CIRB – Early Phase Emphasis IRB Registration Number:** IRB00009430

**Cancer Prevention and Control CIRB IRB Registration Number:** IRB00010018

**B. Name of Signatory Institution Relying on the NCI CIRB:** *Ralph H. Johnson VAMC*

**Signatory Institution's OHRP Federalwide Assurance (FWA) Number:** *0001591*

- 1. A Signatory Institution's "Component Institution" is defined as meeting all of the following criteria:**
- a. the Component Institution operates under a different name than the Signatory Institution but the Signatory Institution has legal authority for the Component Institution;
  - b. the FWA number for the Component Institution is the same as the Signatory Institution;
  - c. the local context considerations of the Component Institution are the same as the Signatory Institution;
  - d. the boilerplate language and institutional requirements of the Component Institution are the same as the Signatory Institution; and
  - e. the conduct of research at the Component Institution is monitored by the same office as the Signatory Institution.

**List the Signatory Institution's Component Institution(s) by name:**

*none*

- 2. A Signatory Institution's "Affiliate Institution" is defined as meeting all of the following criteria:**
- a. the local context considerations of the Affiliate Institution are the same as the Signatory Institution;
  - b. the boilerplate language and institutional requirements of the Affiliate Institution are the same as the Signatory Institution; and
  - c. the conduct of research at the Affiliate Institution is monitored by the same office as the Signatory Institution.

**List the Signatory Institution's Affiliate Institution(s) by name:**

*none*

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3. A "Non-profit Corporation (NPC)" is defined as meeting all of the following criteria:
- a. Administers NCI research funds for trials covered by this agreement for the VA signatory institution;
  - b. Maintains their own FWA;
  - c. The institutional requirements of the NPC are the same as the Signatory Institution; and
  - d. The conduct of research administered by the affiliated NPC occurs at the Signatory Institution.

**List the Signatory Institution's NPC by name, if an NPC is relevant to your local organizational structure:**

I. Charleston Research Institute, FWA# 00001452

**C. Authorization**

The review performed by the NCI CIRB will meet the human subject protection requirements of the Ralph H. Johnson VAMC's OHRP-approved FWA. The NCI CIRB will follow written procedures for reporting its findings and actions to appropriate officials at the Ralph H. Johnson VAMC. Relevant minutes of CIRB meetings and supporting documents are available to the Signatory Institution via a secure website at any time. The Ralph H. Johnson VAMC remains responsible for ensuring compliance with the NCI CIRB's determinations and with the terms of the Signatory Institution's OHRP-approved FWA. This document should be kept on file at the Signatory Institution and at the CIRB Operations Office and must be provided to OHRP upon request.

The Officials signing below agree that the NCI CIRB provides IRB review as described in the Division of Responsibilities Section of this document for *the Ralph H. Johnson VAMC* and all Component and Affiliate Institutions identified.

This document will go into effect upon the signatures of the Signatory Official for the Signatory Institution and the Signatory Official for the NCI.

**Name and Title of Signatory Official for the Signatory Institution:**

Scott R. Isaacks, FACHE  
Name

Director – Ralph H. Johnson VAMC  
Title

  
Signature

11/7/17  
Date

**Name and Title of Signatory Official for the NPC if an NPC is relevant to your local organizational structure:**

Kelsie Page  
Name

Executive Director – Charleston Research Institute  
Title

  
Signature

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11/6/17  
Date

**Name and Title of Signatory Official for the NCI:**

Jeffrey S. Abrams, M.D.

\_\_\_\_\_  
Name

Acting Director for Clinical Research  
Division of Cancer Treatment and Diagnosis  
National Cancer Institute

\_\_\_\_\_  
Title

Jeffrey S Abrams, MD  
Signature

11/28/2017  
Date

Send 2 originals to the NCI CIRB Operations Office:

NCI CIRB Operations Office  
c/o The EMMES Corporation  
401 N. Washington Street, Suite 700  
Rockville, MD 20850

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**Division of Responsibilities Section**

**The responsibilities of the NCI CIRB are to:**

- 1) Maintain an NCI CIRB membership that satisfies the requirements of 45 CFR 46 and 21 CFR 56 and provides special expertise as needed to adequately assess all aspects of each study;
  - a) Post the roster of NCI CIRB membership on the public side of the NCI CIRB website;
- 2) Conduct initial, amendment, and continuing review of studies as well as review of any other study-specific documents submitted by the Study Chair to the NCI CIRB;
- 3) Conduct review of local context considerations as outlined in the following Worksheets:
  - a) Annual Signatory Institution Worksheet About Local Context;
  - b) Annual Principal Investigator Worksheet About Local Context; and
  - c) Study-Specific Worksheet About Local Context;
- 4) Conduct review of potential unanticipated problems and/or serious or continuing noncompliance when the Signatory Institution or other entity reports an incident, experience, or outcome to the CIRB;
  - a) This review includes reporting any unanticipated problem and/or serious or continuing noncompliance determination to OHRP, the FDA, and the Signatory Official for the NCI;
- 5) Report any suspension or termination of CIRB approval to OHRP, FDA, and the Signatory Official for the NCI;
- 6) Conduct review of individual Adverse Event Reports for studies without a Data and Safety Monitoring Board (DSMB) or equivalent monitoring body;
- 7) Post all study-wide documents related to CIRB reviews to a secure website and notify research staff and institutional designees of the postings;
- 8) Provide institution-specific documents related to CIRB reviews via email to research staff and institutional designees;
- 9) Notify the Signatory Institution immediately if there is ever a suspension or restriction of the CIRB's authorization to review a study; and
- 10) Post the NCI CIRB Standard Operating Procedures on the public side of the CIRB website.

**The responsibilities of the Signatory Institution are to:**

- 1) Comply with the NCI CIRB's requirements and directives;
- 2) Report to the NCI CIRB the names of any Components, Affiliates, and NPCs that meet the following definitions:
  - a) Component Institutions are defined by the NCI CIRB as meeting all of the following criteria:
    - The Component Institution operates under a different name than the Signatory Institution, but the Signatory Institution has legal authority for the Component Institution;
    - The FWA number for the Component Institution is the same as the Signatory Institution;
    - The local context considerations of the Component Institution are the same as the Signatory Institution;
    - The boilerplate language and institutional requirements of the Component Institution are the same as the Signatory Institution; and

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- The conduct of research at the Component Institution is monitored by the same office as the Signatory Institution;
  - b) Affiliate Institutions are defined by the NCI CIRB as meeting all of the following criteria:
    - The local context considerations of the Affiliate Institution are the same as the Signatory Institution;
    - The boilerplate language and institutional requirements of the Affiliate Institution are the same as the Signatory Institution; and
    - The conduct of research at the Affiliate Institution is monitored by the same office as the Signatory Institution;
  - c) A Signatory Institution's "Non-profit Corporation (NPC)" is defined by the CIRB as meeting all of the following criteria:
    - Administers NCI research funds for trials covered by this agreement for the signatory institution;
    - Maintains their own FWA;
    - The institutional requirements of the NPC are the same as the Signatory Institution; and
    - The conduct of research administered by the affiliated NPC occurs at the Signatory Institution.
- 3) Ensure the safe and appropriate performance of the research at the Signatory Institution and at all Component and Affiliate Institutions. This includes, but is not limited to:
- a) Ensuring the initial and ongoing qualifications of investigators and research staff;
  - b) Overseeing the conduct of the research;
  - c) Monitoring protocol compliance;
  - d) Maintaining compliance with state, local, or institutional requirements related to the protection of human subjects;
  - e) Providing a mechanism to receive and address concerns from local study participants and others about the conduct of the research; and
  - f) Investigating, managing, and providing notification to the NCI CIRB of any study-specific incidence, experience, or outcome that seems to rise to the level of an unanticipated problem and/or serious or continuing noncompliance. When notifying the NCI CIRB of a potential unanticipated problem and/or serious or continuing noncompliance, the institution must provide a plan to manage the incident, experience, or outcome, including measures to prevent similar occurrences;
- NOTE: As part of ensuring safe and appropriate performance of research the Signatory Institution has the authority to observe any aspect of the research process including observing the consent process. The CIRB retains the authority to direct this to be done when necessary.
- 4) Provide updates in a timely manner to the NCI CIRB whenever a Signatory Institution Principal Investigator is replaced. The CIRB requires submission and approval of the Annual Principal Investigator Worksheet About Local Context prior to finalizing the replacement Principal Investigator;
  - 5) Notify the NCI CIRB when a regulatory deficiency has been cited on an audit that occurred during the time that the NCI CIRB was responsible for study review;
  - 6) Complete and submit the Annual Signatory Institution Worksheet About Local Context, the Annual Investigator Worksheet About Local Context, and any other worksheets/forms required by the NCI CIRB for participation;
  - 7) Have CIRB-approved Principal Investigators complete and submit the Study-Specific Worksheet About Local Context to open a study;
  - 8) Incorporate NCI CIRB-approved boilerplate language into the NCI CIRB-approved model consent form to create the consent form to use for a specific study;

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- a) Make no language changes to the consent form with the exception of NCI CIRB-approved boilerplate language;
  - b) Obtain NCI CIRB approval of changes to the boilerplate language prior to implementation; and
  - c) Obtain NCI CIRB approval of translations of the consent form prior to implementation;
- 9) Maintain a regulatory file for each study under NCI CIRB purview as per local institution and sponsor policy; and
- 10) Conduct full board review of any study enrolling prisoners, since the NCI CIRB is not constituted to review studies enrolling prisoners.