

# IRB CORRESPONDENCE

- IRB membership list and updates or other assurance of proper constitution.
- Documents indicating IRB approval of protocol, amendments, addenda, appendices, subject information sheets, consent document(s), recruitment tools.
- Documentation of continuation reviews and related documents (progress reports and other reports required by IRB).
- Copies of investigator notification to IRB of IND Safety Reports received from the Sponsor.
- Copies of investigator notification to IRB of serious adverse events and other unanticipated problems at the site.
- Copies of other investigator-IRB correspondence.

Alternate locations(s) if not filed in this binder

Item	Location
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_____	_____
_____	_____
_____	_____
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## IRB CORRESPONDENCE LOG

Investigator: \_\_\_\_\_ Project: \_\_\_\_\_

Study Site: \_\_\_\_\_ Sponsor: \_\_\_\_\_

1. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Reply/Action Taken:

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2. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Reply/Action Taken:

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3. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Reply/Action Taken:

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**IRB CORRESPONDENCE LOG (CONTINUED)**

# \_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Reply/Action Taken:

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# \_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Reply/Action Taken:

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# \_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Reply/Action Taken:

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