**POLICY**

It is the policy of Upstate Carolina NCORP (UC-NCORP) to ensure all UC-NCORP affiliates use the NCI Central Institutional Review Board (CIRB) as their Institutional Review Board (IRB) of record to eliminate redundant review and to streamline the workload for local Institutional Review Boards and research staff participating in NCI-sponsored trials.

**GUIDELINES**

* Each affiliate will maintain a local IRB to monitor the conduct of any clinical trial not reviewed by the CIRB, if applicable (i.e. active protocols submitted to local IRB prior to CIRB required submission).
* The CIRB’s primary function is initial approval and continuing review of studies, including amendments and adverse event review and will serve as the Single IRB (SIRB) of record.

The NCTN is responsible for distributing protocols and amendments to the CIRB for review prior to submission to the NCORPs.

The UC-NCORP Regulatory Office is responsible for downloading all protocol documents distributed to the UC-NCORP and determining if the protocol is CIRB approved or is to be reviewed by the local IRB. This is determined by accessing the NCI CIRB web page (<https://ncicirb.org)> and checking the “Current List of Studies Under CIRB Review”. This is also found on the Cancer Trials Support Unit (CTSU) website (<https://www.ctsu.org)> under protocol documents.

Whether to open a study or not is the responsibility of the local affiliate and research staff. If the decision to open the study is made and the study is NCI CIRB approved, the local IRB will accept the CIRB’s approval and the NCI CIRB will become the IRB of record.

**REFERENCES:**

**ASSOCIATED FORMS:**

NA

**COMMITTEE APPROVAL:**

Policy and Procedure Committee