

PI INVOLVEMENT, MEETINGS, AND FILE REVIEW PLAN

COMIRB #: _____

Study Name: _____

Principal Investigator: _____

PI Involvement

1. <u>In what way is PI involvement going to be documented?</u>	
2. <u>At what frequency will PI Involvement be obtained?</u>	

Scheduled Meetings Plan

1. At what frequency will meetings be held?	
2. Who is responsible for scheduling meetings?	
3. Who is responsible for writing meeting minutes?	

File Review Plan

1. At what frequency will pertinent files be reviewed?	
2. Specifically, what types of data/documentation will be reviewed?	
3. Who is responsible for file reviews?	

Principal Investigator Signature _____

Date _____