

### 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 \_\_\_\_\_