From: PI
Sent: DATE
To: REPRESENTATIVE
Subject: Ethical Review Board Membership?

Dear NAME,

as part of our PROJECTNAME project, we have installed an "ethical review board" (ERB) as part of our research review process. I was wondering if you'd be available to "sit in" on this board on behalf of INSTITUTION? Hopefully this will not be too much work :-)

Here are a few more details:

The role of the ERB is to review a small number of "study design briefs" and give us comments with respect to potential ethical issues in our respective study design. The idea is to seek the advice of our ERB prior to conducting \_any\_ sort of user study.

Note that this is independent of any established institutional review process that a university may already have in place (which would need to be passed first).

In order to keep this process manageable, we are using a small number of generic "study design briefs" -- short summaries of a certain type of (generic) user studies that will be performed across all partner sites within the context of the project, and a description of the steps we're taking to ensure the privacy and safety of any involved study participants.

We currently have less than half a dozen of these briefs, and do not expect to add many more over the course of the entire project (DURATION months). Attached is a set of example documents that should illustrate the idea of the ERB a bit better:

1. Ethics Primer: describes the overall process, in particular shows on page 4 the proposed process of the ERB board.
2. Study Process Template “Public Trials”: this is an example of the type of document we would like to have comments on
3. Ethics Worksheet: this is an example of the individual study reporting sheets mentioned in the primer. Project members will fill these out prior to each planned study, referencing one or more of the previously approved Study Process Templates. All Worksheets will be archived and accessible at any time to ERB members, though no prior review is needed.

It would be great if you'd be able to represent INSTITUTION on this board. If not, could you maybe suggest a colleague or some faculty with an appropriate background who would be able to do so?

Best regards,