

From: [Castellano, Jerry Dr](#)
Subject: IRB Committee Meetings
Date: Thursday, September 17, 2009 1:54:59 PM
Importance: High

To: Christiana Care Investigators, Research Coordinators and Support Staff

Subject: IRB Meetings

Date: September 18, 2009

The Christiana Care Institutional Review Board Office has completed the move to the Medical Arts Pavilion II on the Christiana Campus and is finalizing the transition of operations from our former location in the Wilmington Corporate Services Building.

As many of you are aware, the Wilmington Campus is undergoing a significant transformation which has created a number of challenges for the IRB Office, caterer, courier for IRB packet pickup and delivery, our Investigators and some Board members due to the ever changing construction patterns, entrance closures, noise etc.

After considerable discussion, a decision has been made to move the IRB Meetings from the Wilmington Campus to the Ammon Education Building on the Christiana Campus effective with the meeting of October 12, 2009 and going forward. The meeting times will remain the same.

Due to scheduling conflicts in the Ammon Center, we will not be able to be in the same meeting room(s) for each IRB meeting and as such, a revised IRB Submission Deadline/Meeting Date Calendar with the assigned Ammon Center Meeting Room is now on the Christiana Care Institutional Review Board I*NET page . When meeting notice reminders for investigator appointment times are sent out by Sonia Martinez-Colon, the assigned room in the Ammon Center will be identified in the email.

A flat screen guide to all the meeting rooms and the respective meetings is also available for viewing at the entrance of the Ammon Building to identify where the IRB Meeting will be convened for the assigned meeting night.

I would like to thank everyone for their patience during the last month and look forward to seeing everyone starting in October at the Ammon Center. If you need directions to the Ammon Center Building or have any questions, please do not hesitate to contact the IRB Office.

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