[month day, 20XX]

Dear [Principal Investigator] [and Faculty Advisor],

Your study, IRB-SBS # entitled “xxxxx”, has been selected for a Post Approval Monitoring (PAM) Review. The PAM program is under the direction of the Office of the Vice-President for Research. The purpose of this program is to contribute to the research culture by facilitating the safety, rights and welfare of study participants; providing feedback and education to investigators and their study teams; and identifying strengths and areas for improvement in research policies and practice at the University of Virginia.

Please contact me by xx/xx/20xx to schedule a date/time to meet with you and/or your research staff. In most cases, I will need to meet with you and/or your project manager for about 20 minutes at the beginning and possibly at the end of my visit. It is not necessary for you to stay with me the entire time I am reviewing the study, although availability by phone is very helpful.

I can be reached either by email mnw2h@virginia.edu or phone 434-297-6836. Please prepare in advance, or have accessible the following items, as applicable to your study:

- All approved protocol and consent versions
- Original signed consent forms for all subjects, including any screen failures
- Correspondence with the off-site investigators (if applicable)
- Correspondence with IRB-SBS (or IRB of record)
- Correspondence with funding agency (if applicable), such as status reports or project modifications requiring approval from the funding agency

If you would like to learn more about the IRB-SBS Post Approval Monitoring and Education program, please see our web page, [                           ]. I am also attaching our Self-Assessment Checklist, for your own use as a worksheet as you prepare for the PAM review.

Thank you for your cooperation in this process – please contact me with any questions.

Best regards,

Margaret Ball, BSN, MEd, CIP
IRB-SBS Post Approval Monitor and Educator

04/16/20