Cultural Appropriateness Memo Template

If it is determined that an international study does not require ethics review by a local IRB, then documentation that the study procedures do not conflict with the local cultural and social norms is required. The materials below provide information on what content is required in this type of memo.

[DATE]

TO: University of Tennessee Knoxville IRB

From: [must come from someone who is independent of your research study and in-country]

Title: [Insert Title of IRB Submission]

Paragraph 1: Indicate the qualifications of the individual the memo is from and their expertise in the cultural and social norms of the country/ region where the study will take place. They must confirm whether or not a local ethics committee review is required.

Paragraph 2: The memo must indicate the individual providing it is aware of the topic and procedures of the research study. Reference the exact title name for the study in iMedRIS.

Paragraph 3: The memo must attest that the study and its procedures do not conflict with the local cultural and social norms of the country/region where the study will take place.

Paragraph

Signed by the expert with their credentials and contact information and on official letterhead