



National Institutes of Health
National Institute of Allergy
and Infectious Diseases
Bethesda, Maryland 20892

MEMORANDUM

DATE: 13 March 2025

FROM: Susan Leister, MBA, PhD, CQA, CSSBB, DAIDS Quality Officer

TO: DAIDS Stakeholders

SUBJECT: **DAIDS-OPC-A15-POL-00013 rev 2, Electronic Information Systems Policy, removing requirements for completing the DAIDS-OPC-A15-GUD-00006 (Appendix B) Electronic Information System Evaluation Checklist.**

Currently, DAIDS is updating the Electronic Information Systems (EIS) Policy to remove the requirement for DAIDS Stakeholders to submit their completed EIS Evaluation Checklist(s) for review and/or approval.

Effective Friday, 14Mar2025, the requirement to submit the EIS Evaluation Checklist for review and approval is no longer necessary, instead the EIS Evaluation Checklist will serve as an optional internal tool. All EIS checklists currently under review by PPD will continue to be reviewed through completion. Verification of compliance with the EIS policy, ICH E6, 21CFR Part 11, and other requirements will be completed through routine quality audits (remote or onsite) by DAIDS Quality.

Please note the following key dates:

- a. Official date to discontinue submission of the EIS Evaluation Checklist for review and approval by DAIDS effective: 14 Mar 2025.
- b. Target timeline for finalized updated effective EIS policy 25 Apr 2025.

CRS staff should contact OCSO with any questions that may arise. Other Network staff should reach out to their NLGPO with any questions or clarifications.