



STATEMENT OF COMMITMENT

The PHACS Network Meeting brings together members from all organizations in PHACS.

The mission of the PHACS CAB is to serve as an intermediary between researchers and community members to improve and optimize clinical research studies for children/families who are participants and who are most affected by them.

The purpose of the PHACS CAB is to seek input from the community in order to accurately reflect the interests of PHACS participants. The PHACS CAB also allows the local CABs to share ideas and resources.

I understand I have been chosen to attend the PHACS Network Meeting as my site’s CAB representative.

As the CAB representative, I will:

1. Attend all CAB sessions;
2. Attend all meeting sessions which do not take place at the same time as CAB sessions;
3. Schedule my travel so I can attend the full meeting;
4. Share what I learn at the meeting with my local CAB (if applicable);
5. Budget expense money given to me using the following as a guide:

(The table below shows the items for which you will be reimbursed; however the exact breakdown varies by meeting, location, and length of stay. The breakdown for this meeting will be distributed with per diem checks.)

	Day 1	Day 2	Day 3
Meals			
Breakfast			
Lunch			
Dinner			
Incidentals (Tips, etc.)			
Ground Transportation (example: taxi, bus, subway, airport parking)			

I understand:

- That Westat will send me a check to cover these meeting-related costs approximately two weeks before I travel to the PHACS Fall Meeting;

- That I should use these funds only to cover my meeting-related costs;
- That I should wait until 1 week before the meeting to cash the check; and
- That I should email Megan Reznick (MeganReznick@westat.com) to confirm that I have received the check.

If I am no longer able to attend the meeting, I agree to:

1. Tell my site's study coordinator right away, before the start of the meeting;
2. **Return the check to Westat within 2 weeks of deciding not to attend the meeting. In the event that the check was already cashed, I will send the money I received to Megan Reznick at Westat via a money order.**

By signing this statement of commitment, it means I understand what is required as the CAB representative for my site. I also understand that if I do not fulfill this commitment, I may not be asked to future PHACS meetings.

CAB Representative Signature

Date

Study Coordinator Signature

Date