



SOP: IRB Meeting Scheduling and Notification

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1 PURPOSE

- 1.1 This procedure establishes the process to schedule and notify individuals of convened meetings.
- 1.2 The process begins when there are approximately no fewer than 60 days of meetings on the current schedule.
 - 1.2.1 By end-October of each year the schedule for the next calendar year will be published and disseminated.
- 1.3 The process ends when meetings are scheduled and disseminated for the next calendar year.

2 REVISIONS FROM PREVIOUS VERSION

- 2.1 12/1/2020

3 POLICY

- 3.1 Whenever possible the IRB schedules meetings at least one year in advance. See 1.2.1.
- 3.2 Scheduled meetings are to occur at intervals appropriate for the quantity, complexity, and frequency of required actions, and to permit adequate oversight of the progress of approved research.
- 3.3 Additional meetings may be scheduled on an ad hoc basis.

4 RESPONSIBILITIES

- 4.1 It carries out 5.1 and 5.2; the IRB staff carry out the remaining procedure.

5 PROCEDURE

- 5.1 IT creates a schedule of meetings for each IRB in eIRB+.
- 5.2 IT posts the schedule on the organization's Web site.
 - 5.2.1 Investigators and research staff are notified by Web site publication.
 - 5.2.2 IO is notified by Web site publication.

6 MATERIALS

- 6.1 None