

## **IRB SOP 401 IRB Meeting Agenda**

### **Purpose**

This Standard Operating Procedure (SOP) describes the procedures used to prepare for an IRB meeting. This occurs after the agenda items, order, attendees, and primary reviewers have been assigned.

### **Policy**

The meeting agenda document is used to communicate pertinent information about upcoming IRB meetings to members of the IRB. The meeting agenda outlines human subject research activities subject to review by a convened meeting of board members under the jurisdiction of the IRB. Submission of a research protocol will satisfy all of the procedural requirements necessary for the comprehensive review of all of the relevant materials prior to the convened meeting. Additionally, the agenda provides a listing of any discussion items relevant to the operations of the human subject protection program.

### **Procedures**

#### **1.0 Meeting Agenda**

The IRB Compliance Specialist prepares the meeting agenda. Additionally, relevant materials for review are distributed via IRBNet to all board members a week in advance of the scheduled meeting.

The agenda shall include the following items:

- Date of meeting
- Minutes from previous meeting ( approved at convened meeting)

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