



SOP: IRB Meeting Scheduling and Notification				
NUMBER	DATE	AUTHOR	APPROVED BY	PAGE
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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 fewer than 180 days of meetings on the current schedule.
- 1.3 The process ends when meetings are scheduled at least six months in advance and individuals in the organization are notified of the schedule.

**2 REVISIONS FROM PREVIOUS VERSION**

- 2.1 None
- 2.2 Reconciliation to Huron HRPP Toolkit 4.5, dated 12/10/2021

**3 GUIDING PRINCIPLES**

- 3.1 Whenever possible the IRB schedules meetings at least 90 days in advance.
- 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 The IRB director carries out these procedures.

**5 PROCEDURE**

- 5.1 Create a schedule of meetings for each IRB.
  - 5.1.1 Execute the “Create Meeting” SmartForm in the system for each scheduled meeting.
- 5.2 Post the schedule on the organization’s Web site.
- 5.3 Notify the following individuals of the updated schedule with an email providing a link to the IRB Web page with the schedule information:
  - 5.3.1 IRB members.
  - 5.3.2 Investigators and research staff on the IRB email list.
  - 5.3.3 Institutional Official / Organizational Official (IO/OO) or designee.

**6 MATERIALS**

- 6.1 None

**7 REFERENCES**

- 7.1 ICH-GCP E6 3.3.2
- 7.2 AAHRPP elements I-9, II.2.D