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| The purpose of this worksheet is to document the Annual Review of the HRPP program. A copy of this completed worksheet or equivalent will be provided annually to the Institutional Official or designee by May 31 of each year.  |
| 1. Review of Resources
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| [ ]  [ ] [ ]  | Space      |
|  | Employees       |
| [ ]  | HRPP Education Program       |
|  | Legal Counsel       |
|  | Conflict of Interest       |
|  | Quality Improvement Plan       |
| 2. Review of IRBs |
| Evaluate whether the number of IRBs is appropriate to the volume and types of research reviewed. Provide a copy of the evaluation to the Institutional Official and attach a copy to this report.       |
| 3. IRB Staff Evaluations: HRP-328 - WORKSHEET - Performance Evaluation for IRB Staff |
| Evaluate the performance of IRB Staff using HRP-328 - WORKSHEET - Performance Evaluation for IRB Staff. Attach a copy of the evaluations to this report. |
| 4. IRB Member Evaluations: HRP-327 - WORKSHEET - Performance Evaluation for IRB Members  |
| Evaluate the performance of each IRB member using HRP-327 - WORKSHEET - Performance Evaluation for IRB Members and provide copies of each evaluation to the Chair and Institutional Official for comment. Attach a copy of the evaluations to this report.  |
| 5. IRB Chair Evaluations: HRP-326 - WORKSHEET - Performance Evaluation for IRB Chairs |
| Evaluate the performance of each IRB Chair using HRP-326 - WORKSHEET - Performance Evaluation for IRB Chairs and provide copies of each evaluation to the Institutional Official for comment. Attach a copy of the evaluations to this report. |
| 6. Complete HRP-304 - WORKSHEET - IRB Composition |
| Provide a copy of completed WORKSHEET: IRB Composition (HRP-304) to Institutional Official and attach a copy of the completed worksheet to this report.  |
| 7. Evaluate the IRB Outreach Program  |
|[ ]  The scope and content of the HRPP outreach materials continue to be adequate.  |
|[ ]  Determine whether modifications to the existing outreach materials are necessary  |
|[ ]  Determine whether there are new opportunities to provide outreach activities to the community.  |
|[ ]  Determine whether the existing materials are regularly used by HSRO staff and the research community |
|[ ]  Determine whether information is needed from the research community to assess the extent to which outreach materials are used and outreach activities take place.  |