



**TITLE:** **IRB Meeting Scheduling and Notification**

**PURPOSE:** Schedule and notify individuals of convened meetings

**RESPONSIBILITIES:** HSPP staff

**PROCEDURES:**

Meetings are to be scheduled at least twelve (12) months in advance.

Meetings are the 2nd and 4th Tuesday, January through November. December meetings are on the 2nd and 3rd Tuesday of the month.

1. Create the meeting schedule for each IRB committee.
2. Reserve locations for each meeting
3. Post the meeting schedule on the Human Subjects Protection Program's website.
4. Notify the following individuals of the schedule via email, with a link to the HSPP page containing the schedule information.
  - IRB Members
  - Investigators and research staff on the IRB email list
  - HSPP staff
  - Organizational official and designee.

**MATERIALS:**

None.

**REFERENCES:**

- ICH-GCP E6 3.3.2

**REVIEW/REVISIONS:** From 10/01/2010 version: Renumbered from P&P-084.