

1. PURPOSE

- 1.1. This procedure establishes the process to prepare for an IRB meeting.
- 1.2. This procedure begins when meeting preparation commences.
- 1.3. This procedure ends when IRB members attending the meeting have been notified of the agenda and their assignments.

2. POLICY

- 2.1. The [Organization] places limits on the number of items on the agenda. The workloads are determined by IRB staff and members on a per IRB panel basis. The limits are based on the complexity of agenda items at a typical meeting and the time available to meet. Limits are adjusted as needed by IRB staff and members.

3. RESPONSIBILITY

- 3.1. HRPP staff members carry out these procedures.

4. PROCEDURE

- 4.1. Confirm which IRB members (regular, alternate, IRB chairs, and IRB vice-chairs) will be present at the meeting.
- 4.2. Prepare an agenda.
- 4.3. Assign IRB member(s) to present each agenda item.
- 4.4. Ensure that at least one IRB member with relevant scientific/scholarly expertise will conduct scientific/scholarly review and be present for each agenda item.
 - 4.4.1. If an IRB member with relevant scientific/scholarly expertise is not available, follow "SOP: Consultation (HRP-110)" to obtain a consultant.
- 4.5. Use "WORKSHEET: Quorum (HRP-431)" to ensure that the meeting will be appropriately convened.
- 4.6. If the meeting will not meet the quorum requirements, make arrangements to meet quorum requirements (e.g., arrange for additional or different IRB members or consultants to attend, arrange for materials to be provided to attendees, arrange for IRB member training before or at the meeting), or notify a manager.
- 4.7. Ensure that all IRB members are provided or have access to the materials in "POLICY: IRB Member Review Expectations (HRP-020)" at least 48 hours before meetings involving initial review and 24 hours before meetings not involving initial reviews, unless an exception is cleared by an IRB Chair or designee.

5. REFERENCES

- 5.1. None