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|-----------------------------------------------------------------------------------|-----------------------------------------------------|----------------|
|  | <b>SOP: IRB Meeting Scheduling and Notification</b> |                |
|                                                                                   | Section II: IRB Members and Meetings                |                |
|                                                                                   | Number                                              | Effective Date |
|                                                                                   | IRB II-005                                          | 9/13/2025      |

## 1. PURPOSE

- 1.1. This SOP outlines the process to schedule and notify individuals of convened meetings.
- 1.2. The process begins when there are three months of meetings remaining on the current schedule.
- 1.3. The process concludes when meetings are scheduled at least three months in advance and individuals in the organization are notified of the schedule.

## 2. REVISION FROM PREVIOUS VERSIONS

- 2.1. None

## 3. SOP STATEMENT

- 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 research compliance staff assigned to the IRB carries out these procedures.

## 5. PROCEDURE

- 5.1. Research compliance staff assigned to the IRB create a schedule of meetings for the IRB with guidance from the IRB Chair.
  - 5.1.1. Research compliance staff assigned to the IRB create a meeting schedule with the date of the meeting in the electronic system.
- 5.2. Research compliance staff assigned to the IRB make the schedule available to IRB members and investigators.
- 5.3. Research compliance staff assigned to the IRB notify the following individuals of the updated schedule:
  - 5.3.1. IRB Chair.
  - 5.3.2. IRB members.
- 5.4. Research compliance staff assigned to the IRB post the schedule on the Institution's IRB webpage.

## 6. REFERENCES

- 6.1. [ICH-GCP E6 3.3.2](#)

Approved by: *Lori Kupczynski*

Lori Kupczynski, EdD  
Special Assistant to the Vice President,  
Office of Research and Innovation

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