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 three months of meetings on the current schedule.
1.3 The process ends when meetings are scheduled at least three months in advance and individuals in the institution are notified of the schedule.

2 PREVIOUS VERSION
2.1 Revised from previous version dated 08/01/2015

3 POLICY
3.1 Whenever possible, the IRB Office staff schedules IRB 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 Office staff 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 institution’s Web site.

6 MATERIALS
6.1 None.

7 REFERENCES
7.1 None.