



## SOP: IRB Meeting Scheduling and Notification

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### 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.