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**1. PURPOSE**

1.1. This *policy* establishes the process to schedule and notify individuals of upcoming IRB meetings.

**2. DEFINITIONS**

**3. POLICY**

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 provide adequate oversight of the progress of approved research.

3.3. Additional meetings may be scheduled on an *ad hoc* basis.

**4. PROCEDURES: IRB Staff**

4.1. IRB staff must create a schedule of meetings.

4.2. IRB staff must post the schedule on the HSO website.

4.3. IRB staff must create the meeting in the electronic submission system.

4.4. IRB staff must notify IRB Members of the next scheduled meeting with an email or alternate method of communication.

**5. MATERIALS**

5.1. Email template for meeting notification to IRB Members