

 <b>UC San Diego</b> INSTITUTIONAL REVIEW BOARD ADMINISTRATION	<b>OIA-084 SOP: IRB Meeting Scheduling and Notification</b>				
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## 1 PURPOSE

- 1.1 This procedure establishes the process to schedule and notify individuals of convened IRB meetings.
- 1.2 The process begins when there are approximately fewer than 3 months of meetings on the current schedule posted on the Office of IRB Administration (OIA) website.
- 1.3 The process ends when meetings are scheduled at least 3 months in advance and the scheduled meetings are posted on the OIA website.

## 2 REVISIONS FROM PREVIOUS VERSION

- 2.1 None

## 3 REQUIREMENTS

- 3.1 Whenever possible the IRB schedules and posts meetings on the OIA website at least 3 months in advance. Scheduled meetings may be rescheduled due to conflicting holidays or per member request with agreement of the IRB chair.
- 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 OIA staff carry out these procedures.

## 5 PROCEDURE

- 5.1 Create a schedule of meetings for each IRB.
- 5.2 Post the schedule on the OIA's web site.
- 5.3 Communicate the updated schedule via appropriate means to:
  - 5.3.1 IRB members.
  - 5.3.2 Investigators and research staff on the IRB newsletter list.
- 5.4 In the case of regularly scheduled meetings:
  - 5.4.1 Remind each member, as well as the OIA director and assistant director, of the date and time of the meeting along with location/teleconference information. Generally, this is to be accomplished at least five (5) business days prior to the scheduled date.
- 5.5 When regularly scheduled meetings require rescheduling:
  - 5.5.1 Considering the reason for rescheduling the meeting, determine the date and time at which the IRB is available to meet. Generally, the rescheduled date should be within two weeks of the originally scheduled meeting.
  - 5.5.2 Notify each member, as well as the OIA director and assistant director, of the date and time of the rescheduled meeting along with location/teleconference information as far in advance of the rescheduled meeting as possible.
- 5.6 In the case of ad hoc meetings:
  - 5.6.1 Considering the reason for convening an ad hoc meeting, determine the date and time at which a quorum of the appropriate IRB is available to meet.
  - 5.6.2 Notify each member, as well as the OIA director and assistant director, of the date and time of the ad hoc meeting along with location/teleconference information as far in advance of the ad hoc meeting as possible.

## 6 MATERIALS

- 6.1 *OIA-001 SOP: Definitions*

## 7 REFERENCES

- 7.1 [21 CFR 56.108\(c\)](#)
- 7.2 [45 CFR 46.108\(b\)](#)
- 7.3 [ICH-GCP E6 3.3.2](#)