UNIVERSITY OF SOUTH ALABAMA

IRB SOP 401
IRB Meeting Agenda

Purpose

This Standard Operating Procedure (SOP) describes the procedures used to prepare for an IRB meeting. This occurs after the agenda items, order, attendees, and primary reviewers have been assigned.

Policy

The meeting agenda document is used to communicate pertinent information about upcoming IRB meetings to members of the IRB. The meeting agenda outlines human subject research activities subject to review by a convened meeting of board members under the jurisdiction of the IRB. Submission of a research protocol will satisfy all of the procedural requirements necessary for the comprehensive review of all of the relevant materials prior to the convened meeting. Additionally, the agenda provides a listing of any discussion items relevant to the operations of the human subject protection program.

Procedures

1.0 Meeting Agenda Preparation and Content

The IRB Office Staff prepares the meeting agenda. The meeting agenda and relevant materials for review are distributed via IRBNet to all board members a week in advance of the scheduled meeting.

The agenda shall include the following items:

- Date of meeting
- Minutes from previous meeting (approved at convened meeting)

- Protocol Deviations
- Adverse Events
- Closed/expired protocols
- Protocol Reviews (noted for informational purposes)
    - Exempt protocols with specific category of review
    - Expedited protocols with specific category of review
- Quality Improvement Projects*
- Administrative Reviews
- Full Board Reviews
    - New Submissions
    - Amendments
    - Continuing Reviews
- Revised submissions approved since previous meeting
- Information/Education
- Research Compliance
- Quality Assurance and Quality Improvement
- Old/New Business
- WIRB*
- NCI IRB*
- External IRBs*

*Sections of minutes do not apply to Educational Behavioral Research – IRB agenda.

2.0 Abbreviated Agenda

An abbreviated agenda listing the assignments to be discussed at the convened meeting is prepared separately from the full meeting agenda. The abbreviated agenda is distributed by email to IRB committee members and posted in IRBNet for access.

3.0 Maintenance and revision of meeting agenda templates

The IRB Office utilizes a meeting agenda template to prepare the meeting agenda for each IRB meeting. The agenda template is created in IRBNet online management system and includes items listed in section 1.0 above.

HISTORY:

Effective Date:
Revisions: October 2019, March 2026

Responsible Party:

Office of Research Compliance and Integrity