

Department: UAMS Institutional Review Board
Policy Number: 6.1
Section: Documentation
Effective Date: July 31, 2002
Revision Date: May 7, 2004; February 8, 2005; January 24, 2011; July 3, 2020

SUBJECT: Agenda

POLICY

The IRB Office shall generate an agenda for each meeting. For each protocol item under review, all relevant documentation will be included in the IRB e-system. The agenda will also include any minutes from a prior meeting which are to be voted on. Minutes are accessible for review in the IRB e-system.

The agenda shall include the type of review, IRB record number, full protocol, and assigned reviewer(s).

PROCEDURE

A. The IRB Office shall:

1. Place Items on the appropriate agenda in the IRB e-system based upon date of submission; the particular committee's composition and expertise; and the availability of any required reviewers, such as a prisoner representative.
2. Consult with the IRB Chair, Vice Chair, and/or senior office staff before finalizing and closing the agenda.
3. Distribute the Agenda and Agenda Key via email notice to the IRB Members at least 5 calendar days before the meeting.

B. The IRB Reviewers shall notify the IRB Office and Chair as soon as possible if they:

1. Are unable to attend a scheduled meeting.
2. Upon review of the agenda, realize they have a conflict of interest with any of the agenda items. Such notification should be immediate if the conflict is with one of the reviewer's assignment. Rapid notification to the IRB office will help the IRB ensure appropriate quorum and review expertise remain on the board if the conflicted member leaves the room.

C. The IRB Chair or Designee will:

1. Review the Agenda for accuracy and completeness prior to distribution to the Members.
2. Reassign protocols submitted by the deadline to a later committee meeting if there is an undue volume of submissions, or if the next available committee does not have the appropriate expertise among its membership.
 - a. The IRB shall strive to avoid reassigning a protocol if that reassignment alone will cause expiration of study approval.
 - b. If an expiration seems likely due to having to put the study on a later agenda, the IRB shall consult the study team to assess the expiration's effect on the study. If the study is active and study activities cannot be halted, and it was submitted reasonably before the expiration date, the IRB shall work with the IRB chair to place the item on the earliest available agenda.
 - c. If necessary, the IRB may call upon an alternate member or a consultant to ensure the study is reviewed before expiration.
3. Items submitted after the agenda has been finalized may only be placed on the agenda after consulting the IRB chair and obtaining the chair's approval.

REFERENCE

AAHRPP Tip Sheet 16, *Review of Research by the Convened IRB or EC*