

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

SUBJECT: Agenda

I. Purpose

The purpose of this policy and procedure is to describe how the IRB Agenda for each meeting is set.

II. Policy

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

The agenda shall include the Type of Review, IRB Record number, full title of protocol, assigned reviewer and any documents associated with the submission.

III. Procedure

A. The IRB Office will:

1. Place Items on the appropriate agenda in ARIA based upon date of submission.
2. Lock the Agenda at the close of the day (4:30 p.m.) on the submission deadline date.
3. Distribute the Agenda and Agenda Key via email notice to the IRB Members at least one week prior to the meeting.

B. The IRB Members will:

1. Immediately notify the IRB office and Chair if they are unable to attend a scheduled meeting.
2. Notify the IRB if upon review of their assigned studies realize they have a conflict of interest.

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, ensuring that no protocol will be reassigned if that reassignment alone might cause expiration of the study approval.
3. Under extenuating circumstances, add any item submitted after the published deadline when deemed to be appropriate.