

DEPARTMENT: INSTITUTIONAL REVIEW BOARD
POLICY NUMBER: 018
SECTION: IRB REVIEW PROCEDURES
REVIEW RESPONSIBILITY: IRB
EFFECTIVE DATE: AUGUST 13, 2003
REVISION DATE:
LAW IMPLEMENTED: 45 CFR 46.103

SUBJECT: Non-member Investigator and Other Non-member Attendance at IRB Meetings

1. The FSU IRB may require the principal investigator or co-investigator, capable of answering questions relating to the application, protocol, study design and safety, to be present during the review of each new study. If no investigator is present for the meeting, then the research proposal will be tabled until the next convened meeting of the IRB. Should the investigator know ahead of time that he/she will be unable to attend, the IRB office should be timely notified.
2. Principal investigators are asked to wait outside the meeting room, until such time as an IRB staff member calls the investigator into the meeting room when it is time to present his/her study.
3. The Investigator is asked to give the Committee a brief overview of the study. The Committee shall then ask any questions they may have at that time.
4. After questioning has ceased, the investigator is asked to leave the meeting room so that the Committee can complete their discussion and voting.
5. Any requests to observe an IRB meeting may be submitted to the Chair or IRB Secretary for consideration. The requesting party shall receive verbal or written notice by the IRB Office of approval to observe. Individuals who receive such approval are requested to maintain confidentiality regarding the specifics of any research to the extent permitted under Florida law.