1 PURPOSE
1.1 This procedure establishes the process to schedule and notify individuals of convened meetings.
1.2 The process begins when there are approximately fewer than 180 days of meetings on the current schedule.
1.3 The process ends when meetings are scheduled at least six months in advance and individuals in the organization are notified of the schedule.

2 REVISIONS FROM PREVIOUS VERSION
2.1 None

3 POLICY
3.1 Whenever possible the IRB schedules meetings at least 90 days in advance.
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 The IRB manager carries out these procedures.

5 PROCEDURE
5.1 Create a schedule of meetings for each IRB.
5.1.1 Execute the “Create Meeting” smartform in the system for each scheduled meeting.
5.2 Post the schedule on the organization’s Web site.
5.3 Notify the following individuals of the updated schedule with an email providing a link to the IRB Web page with the schedule information:
5.3.1 IRB members.
5.3.2 Investigators and research staff on the IRB email list.
5.3.3 Institutional Official/Organizational Official (IO/OO) or designee.

6 MATERIALS
6.1 None

7 REFERENCES
7.1 ICH-GCP E6 3.3.2