

The Christ Hospital IRB
Submitted By: Erica Jones, CIP
Reviewed By: Steve Roberts, MD
Approved By: Steve Roberts, MD

Number: 1.08
Effective Date: 02/09
Revised/Reviewed Date: 09/22

STANDARD OPERATING PROCEDURE

IRB Meeting Material Disbursement

POLICY:

The Institutional Review Board meets on the second Tuesday of every month and meetings begin promptly at 7:30 a.m. It is imperative that IRB members are given adequate time to review pertinent materials prior to the IRB meetings. The IRB meeting materials are available for review in the web-based IRB management system, Mentor IRB, at least one week prior to the convened meeting. Copies of the materials are mailed upon request. The list of convened meetings provided to each member may also be found at the [IRB page](#) on The Christ Hospital website or the [IRB SharePoint site](#). The list may also be obtained by contacting the [IRB Office](#).

PROCEDURE

INVESTIGATOR:

1. New protocol submission are to be prepared and submitted by the PI/Study Coordinator as outlined in IRB Reference Manual Section 7.0 “Research Protocol and Consent – Format and Requirements” or SOP 2.01 Guidelines for Protocol Submission.

IRB OFFICE:

1. The deadline for materials requiring full board consideration is set in Mentor IRB for approximately three weeks prior to the meeting date.
2. Meeting materials include, but are not limited to:
 - Meeting agenda
 - Previous meeting minutes
 - New study protocols that require full review
 - Major amendments/revisions that require full review
 - Reportable Events/UAPs
 - Exempt/Expedited Report (Chairman’s Report), which includes documentation of all materials that the chairman has reviewed and approved/acknowledged since the prior convened meeting, such as:
 - New minimal risk research projects
 - New exempt research projects
 - New Reliance Agreements
 - Not Human Subject Research Determinations
 - Study closures
 - Minor amendments/revisions

- Educations materials, such as IRB, Ethics and Human Research publication, as available

Additional correspondence is provided to the members as indicated by the Chairman, study investigators, study coordinators, Administration, etc.

3. The meeting agenda and all meeting materials are made available to all IRB members in Mentor IRB at least one week prior to the scheduled meeting date to allow sufficient time for review of materials by the members. Printed copies of the meeting materials are mailed to members upon request.
4. Any printed copies of the meeting materials (“IRB Packets”) are arranged in the same order as listed on the meeting agenda.
5. The packets are taken to the Mailroom (TCH MOB B-level) and mailed through the inter-office mail or USPS to off-site members.
6. All documents are stored in Mentor IRB.

REFERENCE:

Reference Manual Section 7.0 Research Protocol and Consent – Format and Requirements;
SOP 2.01 Guidelines for Protocol Submission