

## IRB Meeting Frequency and Meeting Assignments

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### POLICY:

- I. The UIC HSPP ensures that IRBs meet regularly and that members and/or *ad hoc* consultants have sufficient time to review materials prior to the meeting, unless a special circumstance applies.

### PROCEDURE:

- I. Frequency of IRB Meetings.
  - A. There are four UIC IRBs that meet regularly (IRBs 1-4). The schedules for the meetings of each board and submission deadlines are posted for UIC faculty and staff as well as the public to view on the UIC OPRS website.
  - B. The IRB Chair may convene an IRB panel to conduct an emergency meeting as needed.
  - C. Each IRB typically meets twice a month unless holiday closings or lack of submissions result in cancellation. IRB meetings last until determinations have been made for all items of business on the agenda or until quorum is no longer maintained, whichever comes first.
- II. Meeting Assignments.
  - A. The Assistant Director of the IRB notifies IRB members, alternates and *ad hoc* consultants of their assignments and provides the material to be reviewed at least one week prior the meeting, unless a special circumstance exists as described in section II.C. below. (Criteria for assigning reviewers is described in UIC HSPP policy *Scientific and Scholarly Review of Research*).
  - B. The Assistant Director of the IRB assures that designated OPRS staff prepare an agenda for each meeting in a timely manner. The Assistant Director of the IRB or designee generally sends the agenda along with assignments and review materials to the reviewers at least one week prior to the meeting. The Assistant Director of the IRB assures that designated OPRS staff members send or make available to the reviewers the appropriate information in accordance with the subject matter to be reviewed. (See UIC HSPP policy *Initial Review Materials*).
  - C. In special circumstances, such as the unexpected or last minute absence of an IRB member, IRB members, alternates or *ad hoc* consultants may be assigned protocols to review up to one day before the meeting. The Assistant Director consults with the Chair before the assignment is made.

III. Requests for additional information or clarification.

- A. If the IRB members, alternates or *ad hoc* consultants require additional information or guidance, these individuals may contact any combination of the following persons: the Assistant Director of the IRB, the OPRS Director or Associate Director, the IRB Chair or Vice Chair, other IRB members, or OPRS staff.
- B. The IRB members, alternates or *ad hoc* consultants may also directly contact the PI or a member on the PIs research team to obtain additional information or clarification. IRB members, alternates or *ad hoc* consultants should forward any information obtained that may assist other IRB members and staff in their evaluation.
- C. If IRB members, alternates or *ad hoc* consultants would like to remain anonymous to the PI, these individuals may request that the OPRS staff (e.g., IRB Assistant Director or Coordinator) make requests on their behalf.

**REFERENCES:**

[OHRP Guidance on Written Institutional Review Board Procedures, January 2007](#)