



SOP: IRB Meeting Scheduling and Notification

NUMBER	APPROVED BY	EFFECTIVE DATE	PAGE
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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 three months of meetings on the current schedule.
- 1.3 The process ends when meetings are scheduled at least three months in advance and individuals in the institution are notified of the schedule.

2 PREVIOUS VERSION

- 2.1 Revised from previous version dated 04/19/2021.

3 POLICY

- 3.1 Whenever possible, the IRB Office staff schedules IRB 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 Office staff 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 institution'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 None.