1 PURPOSE
   1.1 This procedure establishes the process to schedule and notify individuals of convened meetings.
   1.2 The process begins at the end of each calendar year, when there are fewer than three months of
      meetings on the current schedule.
   1.3 The process ends when meetings are scheduled for the following calendar year and individuals in
      the organization are notified of the schedule.

2 REVISIONS FROM PREVIOUS VERSION
   2.1 Minor revisions for AAHRPP accreditation; replaces version dated 09/23/2009.

3 POLICY
   3.1 Whenever possible the IRB schedules meetings at least three months in advance.

4 RESPONSIBILITIES
   4.1 The Associate IRB Director carries out these procedures.

5 PROCEDURE
   5.1 Create a schedule of meetings for the IRB.
   5.2 Post the schedule on the IRB’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 Organizational Official.

6 MATERIALS
   6.1 None.

7 REFERENCES
   7.1 ICH-GCP E6 3.3.2