The purpose of this worksheet is to provide support for staff who monitor attendance at convened IRB meetings. This worksheet evaluates whether the members present at the meeting comprise a quorum. IRB staff are to consult this worksheet in preparation of meetings and when monitoring attendance at convened meetings. This worksheet is to be used. It does not need to be completed or retained.

### 1 Quorum Requirements

- **Check if “Yes” or “N/A”. All must be checked**
- If both an alternate IRB member and the regular IRB member for whom the alternate IRB member (will be/are) present, only one (will be/is) voting and only one (will be/is) counting towards quorum. (“N/A” if both an alternate IRB member and the regular IRB member for whom the alternate IRB member (will be/is) substituting (will NOT be/are NOT) present) N/A: □

### 2 Expertise Requirements

- **Check if “Yes” or “N/A”. All must be checked**
- If the research is conducted or funded by the National Institute on Disability and Rehabilitation Research (ED) and the research includes children with disabilities or individuals with mental disabilities as research subjects, a person is primarily concerned with the welfare of these research subjects (will be/is) present. (“N/A” if no specific expertise needed.) N/A: □
- For international research the IRB has knowledge of local laws and the cultural context of the country where research is going to be conducted including: (Can be through consultation with a local IRB, government agency, or other qualified consultant.) (“N/A” if not international research.) N/A: □
  - Appropriate expertise and knowledge of the country(ies) either through IRB members or consultants.
  - Knowledge of cultural context.
  - Application of the same processes for initial review, continuing review, and review of modifications to previously approved research; post-approval monitoring; handling of complaints, non-compliance, and unanticipated problems involving risk to subjects or others; and consent process and document and other language issues as applied to domestic research.
  - Coordination and communication with local IRBs or ECs when appropriate.

- For community-based participatory research the IRB has done one of the following: (“N/A” if not community-based participatory research.) N/A: □
  - Educated IRB members on community-based participatory research.
  - Included IRB members with expertise in community-based participatory research.
  - Obtained consultation with expertise in community-based participatory research.

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**WORKSHEET: Quorum and Expertise**

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