1 PURPOSE
1.1 This SOP 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 organization are notified of the schedule.

2 REVISIONS FROM PREVIOUS VERSION
2.1 None

3 SOP Statement
3.1 Whenever possible the IRB schedules 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/HRPP staff carries out these procedures.

5 PROCEDURE
5.1 Create a schedule of meetings for each IRB.
   5.1.1 Create a meeting schedule with the date of each meeting in the electronic system.
5.2 Make the schedule available to IRB members and investigators.
5.3 Notify the following individuals of the updated schedule:
   5.3.1 IRB members.
   5.3.2 Institutional Official or designee.
5.4 Post the schedule on the Institutions Web-site.

6 MATERIALS
6.1 None

7 REFERENCES
7.1 ICH-GCP E6 3.3.2
7.2 AAHRPP elements I-9, II.2.D