

<b>Date of IRB Meeting</b>	
Start Time	
End Time	
Location	
Date Minutes Complete	
Date Minutes Approved	

## IRB Membership: Attendance and Voting Quorum

Do the meeting minutes include the following:

	N/A	YES	NO	Specify/Notes
1. Meeting chair		<input type="checkbox"/>	<input type="checkbox"/>	
2. <b>IRB Members present</b> (voting)		<input type="checkbox"/>	<input type="checkbox"/>	
3. <b>Alternate members</b> (voting) <i>must specify which primary member they replaced</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. IRB members absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Non-voting alternates present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Ex-officio: non-voting members present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Ex-officio: non-voting members absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Guests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Was there a quorum?  <b>Quorum = [Number of voting members present (#2-3)] ≥ [Number of IRB members* divided by 2 and select next whole number]</b>  <small>* Based on IRB Roster current with OHRP as of the meeting date. IRB Roster versions are in RPA: 'IRB Membership' folder</small> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Are all IRB members listed on the IRB Roster accounted for in the minutes?  <b>[Obtain IRB Roster current as of meeting date (CCI shared drive: RPA\IRB Membership\Rosters). Verify all voting members (#1-3) are listed on roster.]</b> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## EQIP Assessment

	N/A	YES	NO	Specify/Notes
<ul style="list-style-type: none"> <li>Was the meeting minutes completed, distributed and approved within a reasonable time frame?  <b>[Define reasonable time frame. Determine length of time from meeting to distribution and time from meeting to approval.]</b> </li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<i>If NO, identify reason(s) if possible and provide recommendations</i>
<ul style="list-style-type: none"> <li>Do the minutes reflect all items on the corresponding meeting agenda?</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<i>If NO, list what items that were not mentioned at all</i>

## Reviews and Deliberations

	N/A	YES	NO	Specify/Notes
<ul style="list-style-type: none"> <li>▪ Were there <b><u>unanticipated problem/events?</u></b> ↳ If Yes, were each of the following specified:</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	
1. Motion		<input type="checkbox"/>	<input type="checkbox"/>	
2. Determination of UAP risk to subjects		<input type="checkbox"/>	<input type="checkbox"/>	
3. Determination of serious non-compliance		<input type="checkbox"/>	<input type="checkbox"/>	
4. Determination of continuing non-compliance		<input type="checkbox"/>	<input type="checkbox"/>	
5. Vote count (For, Against, Abstain) <i>Verify there is still quorum</i>		<input type="checkbox"/>	<input type="checkbox"/>	
6. Unavailable for discussion <i>If yes, verify member name specified</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Discussion		<input type="checkbox"/>	<input type="checkbox"/>	
↳ were deliberations consistent with letter?		<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	YES	NO	Specify/Notes
<ul style="list-style-type: none"> <li>▪ Were there <b><u>Continuing Renewals?</u></b> ↳ If Yes, were each of the following specified:</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	
1. Motion		<input type="checkbox"/>	<input type="checkbox"/>	
2. If conditional approval, return to reviewers or full committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Approval interval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Vote count (For, Against, Abstain) <i>Verify there is still quorum</i>		<input type="checkbox"/>	<input type="checkbox"/>	
5. Unavailable for discussion <i>If yes, verify member name specified</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Discussion		<input type="checkbox"/>	<input type="checkbox"/>	
↳ were deliberations consistent with letter?		<input type="checkbox"/>	<input type="checkbox"/>	
↳ did discussion include summaries of concerns raised and resolutions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
↳ did discussion include issues raised in primary and secondary reviewer worksheets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
↳ if IRB requested changes or disapproved protocol, were specific reasons were provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## EQiP Audit of IRB Meeting Minutes

	N/A	YES	NO	Specify/Notes
<ul style="list-style-type: none"> <li>▪ Were there <b>Amendments</b>?               <ul style="list-style-type: none"> <li>↳ If Yes, were each of the following specified:</li> </ul> </li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	
1. Motion		<input type="checkbox"/>	<input type="checkbox"/>	
2. If conditional approval, return to reviewers or full committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Vote count (For, Against, Abstain) <span style="font-size: small; color: yellow;">Verify there is still quorum</span>		<input type="checkbox"/>	<input type="checkbox"/>	
4. Unavailable for discussion <span style="font-size: small; color: yellow;">If yes, verify member name specified</span>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Discussion		<input type="checkbox"/>	<input type="checkbox"/>	
↳ were deliberations consistent with letter?		<input type="checkbox"/>	<input type="checkbox"/>	
↳ did discussion include summaries of concerns raised and resolutions?		<input type="checkbox"/>	<input type="checkbox"/>	
↳ did discussion include issues raised in primary and secondary reviewer worksheets?		<input type="checkbox"/>	<input type="checkbox"/>	
↳ if IRB requested changes or disapproved protocol, specific reasons were provided?		<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	YES	NO	Specify/Notes
<ul style="list-style-type: none"> <li>▪ Were there <b>Deferrals</b>?               <ul style="list-style-type: none"> <li>↳ If Yes, were each of the following specified:</li> </ul> </li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	
1. Motion		<input type="checkbox"/>	<input type="checkbox"/>	
2. If conditional approval, return to reviewers or full committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Approval interval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Vote count (For, Against, Abstain) <span style="font-size: small; color: yellow;">Verify there is still quorum</span>		<input type="checkbox"/>	<input type="checkbox"/>	
5. Unavailable for discussion <span style="font-size: small; color: yellow;">If yes, verify member name specified</span>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Risk determination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Parental permissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Assent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Discussion		<input type="checkbox"/>	<input type="checkbox"/>	
↳ were deliberations consistent with letter?		<input type="checkbox"/>	<input type="checkbox"/>	
↳ did discussion include summaries of concerns raised and resolutions?		<input type="checkbox"/>	<input type="checkbox"/>	
↳ did discussion include issues raised in primary and secondary reviewer worksheets?		<input type="checkbox"/>	<input type="checkbox"/>	
↳ if IRB requested changes or disapproved protocol, were specific reasons were provided?		<input type="checkbox"/>	<input type="checkbox"/>	

## EQuIP Audit of IRB Meeting Minutes

	N/A	YES	NO	Specify/Notes
<ul style="list-style-type: none"> <li>▪ Were there <b><u>New Protocols</u></b>?               <ul style="list-style-type: none"> <li>↳ If Yes, were each of the following specified:</li> </ul> </li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	
1. Motion		<input type="checkbox"/>	<input type="checkbox"/>	
2. If conditional approval, return to reviewers or full committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Approval interval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Vote count (For, Against, Abstain) <span style="background-color: yellow;">Verify there is still quorum</span>		<input type="checkbox"/>	<input type="checkbox"/>	
5. Unavailable for discussion <span style="background-color: yellow;">If yes, verify member name specified</span>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Risk determination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Parental permissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Assent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Discussion		<input type="checkbox"/>	<input type="checkbox"/>	
↳ were deliberations consistent with letter?		<input type="checkbox"/>	<input type="checkbox"/>	
↳ did discussion include summaries of concerns raised and resolutions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
↳ did discussion include issues raised in primary and secondary reviewer worksheets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
↳ if IRB requested changes or disapproved protocol, were specific reasons were provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	