IRB Meeting
September 13, 2007

We’ll be meeting at 8:00 a.m. in Karrmann 212.

Agenda:

1. Announcements
   a. New members should complete the training available at http://cme.nci.nih.gov and provide a copy of their certificate of completion to Kathy for the IRB files.
   b. Please sign your letters of appointment (available from Amanda) and return them to the Provost.

2. Discussion of IRB Membership (Jennifer)
   a. Is our membership in line with the Federal Guidelines?
   b. Is our committee too large?

3. Training for new members (Joan)
   a. Select a protocol for us to review as a group
   b. Discuss issues related to “checking the boxes” on the Assurance Statement

   a. Identify sections which need work
   b. If areas need to be researched in the Federal Regulations, first drafts need to be prepared, etc., assign those tasks to committee members