1 PURPOSE
   1.1 This procedure establishes the process to schedule and notify individuals of convened meetings.
   1.2 The process begins when there are approximately fewer than 6 months of meetings on the current schedule.
   1.3 The process ends when meetings are scheduled at least 6 months in advance and individuals in the institution are notified of the schedule.

2 REVISIONS FROM PREVIOUS VERSION
   2.1 None

3 POLICY
   3.1 Whenever possible the IRB schedules meetings at least 3 months 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 IRB staff carries out these procedures.

5 PROCEDURE
   5.1 Create a schedule of meetings for each IRB.
   5.2 Post the schedule on the institution’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 Institutional Official or designee.

6 MATERIALS
   6.1 None

7 REFERENCES
   7.1 ICH-GCP E6 3.3.2