

**SAN JUAN DE DIOS EDUCATIONAL FOUNDATION, INC.
INSTITUTIONAL REVIEW BOARD**

FORMAT FOR AGENDA OF THE MEETING (SJDEFIIRB FORM 5.1)

(Date)

NOTICE OF MEETING

TO : (NAME OF IRB CHAIR)
(NAME OF IRB MEMBER 1)
(NAME OF IRB MEMBER 2)
(NAME OF IRB MEMBER 3)
(NAME OF IRB MEMBER 4)
(NAME OF IRB MEMBER 5)
(NAME OF IRB MEMBER 6)
(NAME OF IRB MEMBER 7)
(NAME OF IRB MEMBER 8)

DATE : _____
TIME : _____
VENUE : _____

AGENDA:

1. CALL TO ORDER
2. DETERMINATION OF QUORUM AND PRESENCE OF NON-INSTITUTIONAL MEMBERS
3. DISCLOSURE OF CONFLICT OF INTEREST (COI)
4. READING AND APPROVAL OF THE MINUTES LAST MEETING
5. BUSINESS ARISING FROM THE MINUTES
6. PROTOCOL REVIEW

6.1. FULL REVIEW

6.1.1. Approved protocols last en banc meeting dated

IRB Reference Code	
Protocol No.	
Protocol Approval Date	
Study Protocol Title	
Principal investigator	
Sponsor	
Conflict of Interest	
Department	
Study Site	
Primary Reviewer	
Documents submitted	

6.1.2. New Protocols

IRB Reference Code	
Protocol No.	
Protocol Approval Date	

Study Protocol Title	
Principal investigator	
Sponsor	
Department	
Study Site	
Primary Reviewer	
Documents submitted	

6.1.3. Protocols for Modifications

IRB Reference Code	
Protocol No.	
Protocol Approval Date	
Study Protocol Title	
Principal investigator	
Sponsor	
Department	
Study Site	
Conflict of Interest	
Primary Reviewer	
Documents submitted	

6.1.4. Protocol for Clarificatory Interview

IRB Reference Code	
Protocol No.	
Protocol Approval Date	
Study Protocol Title	
Principal investigator	
Sponsor	
Department	
Study Site	
Conflict of Interest	
Primary Reviewer	
Documents submitted	

6.1.5. Protocol Amendments

IRB Reference Code	
Protocol No.	
Protocol Approval Date	
Study Protocol Title	

Principal investigator	
Sponsor	
Department	
Study Site	
Conflict of Interest	
Primary Reviewer	
Documents submitted	

6.1.6. Continuing Review

6.1.6.1. Progress Reports

IRB Reference Code	
Protocol No.	
Protocol Approval Date	
Study Protocol Title	
Principal investigator	
Sponsor	
Department	
Study Site	
Conflict of Interest	
Primary Reviewer	
Documents Submitted	

6.1.6.2. Protocol Deviation/ Violation

IRB Reference Code	
Protocol No.	
Protocol Approval Date	
Study Protocol Title	
Principal investigator	
Sponsor	
Department	
Study Site	
Conflict of Interest	
Primary Reviewer	
Documents Submitted	

6.1.7. End of Study Reports

IRB Reference Code	
Protocol No.	
Protocol Approval Date	
Study Protocol Title	

Principal investigator	
Sponsor	
Department	
Study Site	
Conflict of Interest	
Primary Reviewer	
Documents Submitted	

6.1.8. Site Visit Reports

IRB Reference Code	
Protocol No.	
Protocol Approval Date	
Study Protocol Title	
Principal Investigator	
Sponsor	
Department	
Study Site	
Conflict of Interest	
Primary Reviewer	
Documents Submitted	

6.1.9. SAE/AE Reports

IRB Reference Code	
Protocol No.	
Protocol Approval Date	
Study Protocol Title	
Principal Investigator	
Sponsor	
Department	
Study Site	
Conflict of Interest	
Primary Reviewer	
Documents Submitted	

6.2. REPORT OF SUBMISSIONS FOR EXPEDITED REVIEW

6.2.1. Approved Protocols

IRB Reference Code	
Protocol No.	
Protocol Submission Date	
Protocol Approval Date	
Protocol Title	
Principal Investigator	
Sponsor	

Department	
Study Site	
Conflict of Interest	
Primary Reviewer	
Documents Submitted	

6.2.2. New Protocols

IRB Reference Code	
Protocol No.	
Protocol Submission Date	
Protocol Approval Date	
Protocol Title	
Principal investigator	
Sponsor	
Department	
Study Site	
Conflict of Interest	
Primary Reviewer	
Documents Submitted	

6.2.3. Protocol for Modifications

IRB Reference Code	
Protocol No.	
Protocol Submission Date	
Protocol Approval Date	
Protocol Title	
Principal investigator	
Sponsor	
Department	
Study Site	
Conflict of Interest	
Primary Reviewer	
Documents Submitted	

6.2.4. Protocol Amendments

IRB Reference Code	
Protocol No.	
Protocol Submission Date	
Protocol Approval Date	
Protocol Title	
Principal investigator	
Sponsor	
Department	
Study Site	
Conflict of Interest	
Primary Reviewer	

Documents Submitted	
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6.2.5. Continuing Review

6.2.5.1. Progress Reports

IRB Reference Code	
Protocol No.	
Protocol Submission Date	
Protocol Approval Date	
Study Protocol Title	
Principal investigator	
Sponsor	
Department	
Study Site	
Conflict of Interest	
Primary Reviewer	
Documents Submitted	

6.2.5.2. Protocol Deviations/ Violations

IRB Reference Code	
Protocol No.	
Protocol Submission Date	
Protocol Approval Date	
Protocol Title	
Principal Investigator	
Sponsor	
Department	
Study Site	
Conflict of Interest	
Primary Reviewer	
Documents Submitted	

6.2.6. End of Study Reports

IRB Reference Code	
Protocol No.	
Protocol Approval Date	
Protocol Title	
Principal Investigator	
Sponsor	
Department	
Study Site	
Conflict of Interest	
Primary Reviewer	
Documents Submitted	

7. OTHER MATTERS

8. ADJOURNMENT

Prepared by: _____ **Approved by:** _____

IRB Secretary
Date Prepared

IRB Chair