1. **PURPOSE**
   1.1. This procedure establishes the process to prepare for an IRB meeting.
   1.2. This procedure begins when meeting preparation commences.
   1.3. This procedure ends when IRB members attending the meeting have been notified of the agenda and their assignments.

2. **POLICY**
   2.1. The IRB does not place limits on the number of items on the agenda.

3. **RESPONSIBILITY**
   3.1. IRB staff members carry out these procedures.

4. **PROCEDURE**
   4.1. Confirm which IRB members (regular, alternate, IRB chairs, and IRB vice-chairs) will be present at the meeting.
   4.2. Prepare an agenda.
   4.3. Per the IRB’s modified primary reviewer process, IRB members are assigned based on expertise of the reviewer and submission type: new reviews will have primary and one or more secondary reviewers. Revisions/Continuing Reviews/Reportable Events will only have a primary and secondary reviewer assigned.
   4.4. Ensure that at least one IRB member with scientific/scholarly expertise will be present for each agenda item.
      4.4.1. If the IRB determines additional expertise is required, a consultant may be obtained per POLICY: Consultation (HRP 110).
      4.4.2. The IRB will defer to another meeting or IRB committee if there is not at least one person on the IRB with appropriate scientific or scholarly expertise or other expertise or knowledge to conduct an in-depth review of the protocol.
   4.5. Reference the [IRB REGULATORY GUIDANCE: Quorum (HRP-431)](http://www.hrpsample.org) to ensure that the meeting will be appropriately convened.
   4.6. Meetings will be cancelled if proper quorum requirements cannot be met.
   4.7. Ensure that all IRB members are provided or have access to the materials in POLICY: IRB Member Review Expectations (HRP-020) approximately one week before the meeting unless an exception is approved by the Assistant Director of IRBs or IRB Chair.

5. **REFERENCES**
   5.1. None