|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Revisions** |
| R00 | 3/25/14 | Original issue |
| R01 | 9/11/17 | Change to Click template |
| R01 | 11/27/19 | Reviewed: no changes |
| R01 | 12/16/2020 | Annual review, no changes |
| R01 | 10/27/2021 | Annual review, no changes |
| R01 | 12/2/22 | Annual review, no changes |
| R01 | 12/1/23 | Annual review, no changes |

**IRB Meeting Minutes**

UBIRB  
Date Time

|  |  |
| --- | --- |
| MEETING TIME RECORDS | |
| **Meeting start time:** |  |
| **Meeting end time:** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | VOTING MEMBER ATTENDANCE | | | | | | | | |
| **Name of Regular/Alternate Member** | | **Confirmed Attendance** | | **Status** | | **Substituting For** | | **Present by Teleconference?** | |
| All members voting listed here | | Yes or No | | Scientific/Non-scientific  Affiliated/Non-Affiliated  Core/Chair/Alternate | | If substituting for Core member, list Core member here. | | Yes or No | |
| NON-VOTING MEMBER ATTENDANCE | | | | | | | | | | |
| **Name of Regular/Alternate Member** | | | **Confirmed Attendance** | | **Status** | | **Substituting For** | | **Present by Teleconference?** |
| IRB members who are not voting, or IRB Administrators, Coordinators, or Directors who are not voting listed here. | | |  | |  | |  | |  |

|  |  |
| --- | --- |
| QUORUM INFORMATION | |
| **Number of IRB members on the roster:** |  |
| **Number required for quorum:** |  |
|  | |
| All members present by teleconference received all pertinent material before the meeting and were able to actively and equally participate in all discussions. | |

|  |  |
| --- | --- |
| ATTENDANCE STATUS AND VOTING KEY | |
| ABSTAIN: | Present for the vote, but not voting “For” or “Against.” |
| ABSENT: | Absent for discussion and voting for reasons other than a conflicting interest. |
| RECUSED: | Absent from the meeting during discussion and voting because of a conflicting interest. |
| SUBSTITUTION: | When regular members and their alternate(s) are listed in the ATTENDANCE table above and an alternate member substitutes for the regulator member this identifies the name of the alternate to indicate which individual is serving as the voting member for this vote. May be deleted if there are no substitutions. |

|  |
| --- |
| GUEST NAMES |
| Any guests to the meeting are listed here. |
|  |
|  |
|  |
|  |

|  |
| --- |
| REVIEW OF STUDIES |

1. **Review of Insert Study Number here**

|  |  |
| --- | --- |
| Type of Review: | Initial Study, Modification and Continuing Review, or Modification |
| Title of Study: | Full Study Title |
| Investigator: | Investigator’s Name |
| IRB ID: | Click Study ID |
| Funding: | Funding Source |
| Grant ID: | Grant ID |
| IND, IDE, or HDE: | Applicable number for IND, IDE, HDE |
| Documents Reviewed: | Documents that board reviewed from submission are bulleted here. |

* 1. **Motion:** Approved, Modifications Required, Deferred, Disapproved, Acknowledged
  2. **Risk level:** Greater than minimal risk, No greater than minimal risk
  3. **Last day of approval period:**
  4. **Recommended changes and reasons:**

|  |
| --- |
| Language taken directly from letter along with criteria for approval for each required/requested modification from the board. |

* 1. **Controverted issues and their resolutions:**

|  |
| --- |
| Controverted issues and resolutions explained here |

* 1. **Determinations and findings that require documentation:**

|  |
| --- |
| Any determination made that requires a Checklist is listed here. Other determinations, such as determining risk or if a submission can be expedited in the future, may also go here. |

* 1. **RNI determinations:**

|  |
| --- |
| For RNIs, board determination (Serious non-compliance, Non-compliance that is neither serious nor continuing, none of the above, etc.) listed here. |

* 1. **RNI determinations for local VA information:**

|  |
| --- |
|  |

* 1. **RNI action required:** Yes or No
  2. **RNI action plan:**Board’s action plan described here for RNIs
  3. **Additional information and notes:**

|  |
| --- |
| Any additional notes or comments from discussion are listed here. |

* 1. **Supporting documents:**

|  |
| --- |
| Any uploaded Checklists completed by the board or other uploaded documents to the Submit Committee Review are attached here. |

* 1. **Votes:**

**For:** 0

**Against:** 0

**Abstain:** 0

**Absent:** 0

**Recused:** 0

**Substitutions:**