

Sparrow Health System  
Institutional Research Review Committee

**AGENDA**  
mm/dd/yy  
Location and Time

I **Call to Order and Approval of Minutes** from previous meeting, dated \_\_\_\_\_.

A. **Conflict of Interest:**

II **New Protocols**

1. Title, # :

Principal Investigator:

Primary Reviewers:

Discussion:

Risk Assessment and HIPAA Review:

Action Items:

Vote: # Voting: # For: # Opposed: # Abstained: (Names)

III **Expedited/Exempt/Emergency Use**

1. Title, # :

Principal Investigator:

Primary Reviewer (Chairperson or designee):

Category (Expedited or Exempt):

HIPAA Waiver, if applicable:

Formal Action:

**Expedited Approval of Minor Changes in Previously Approved Study**

1. Title, # :

Principal Investigator:

Primary Reviewer (Chairperson or designee):

Formal Action:

**IV Continuing Review (Renewals)**

1. Title, # :  
Principal Investigator:  
Expiration date:  
Primary Reviewers:  
Discussion:  
Action items:  
Vote: # Voting: # For: # Opposed: # Abstained: (Names)

**V Amendments**

1. Title, # :  
Principal Investigator:  
Approval Status (date of initial approval, open or closed to accrual)  
Primary Reviewers:  
Discussion:  
Action items:  
Vote: # Voting: # For: # Opposed: # Abstained: (Names)

**VI Adverse Event Reports**

1. Internal / External  
Discussion  
Action items:  
Vote: # Voting: # For: # Opposed: # Abstained: (Names)

**VII Closed**

1. Closures initiated by principal investigator and/or sponsor:
  2. Closures to be initiated by IRB for noncompliance/approval expiration:
- Vote: # Voting: # For: # Opposed: # Abstained: (Names)

**VIII SHS/MSU IRB Reliance Agreement (new protocols)**

1. Title, # :  
Principal Investigator:  
Facilitated Reviewer:  
Decision:

**IX MSU/CRIRB Reliance Agreement (new protocols)**

1. Title, # :

Principal Investigator:

Facilitated Reviewer:

Decision:

**X IRB Reliance Agreement with University of Arkansas for Medical Services (UAMS) (one time single project, single patient)**

1. Progress Reports

**XI MCRC/OCIRB Reliance Agreement (new protocols)**

1. Title, # :

Principal Investigator:

Facilitated Reviewer:

Decision:

**XII Old Business**

**XIII New Business**

**XIV Continuing Education**

**XV Announcements**

1. Action items from previous meetings

Title, # :

Principal Investigator:

Action Required:

Outcome:

2. Progress Reports, Information, Abstracts, etc.

**XVI Adjournment**

Time:

Minutes respectfully submitted by *{IRB Coordinator and/or IRB Administrator}*, recording for:

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IRB Chairperson/Designee

## **Addendum – Announce Only**

### **I SHS/MSU IRB Reliance Agreement (BIRB Review)**

1. Continuing Review (renewals)
2. Amendments
3. Adverse Event Reports
4. Study Closures

### **II MSU/CRIRB Reliance Agreement (CRIRB Review)**

1. Continuing Review (renewals)
2. Amendments
3. Adverse Event Reports
4. Study Closures

### **III MCRC/OCIRB Reliance Agreement (OCIRB Review)**

1. Continuing Review (renewals)
2. Amendments
3. Adverse Event Reports
4. Study Closures
5. Expedited Review