1. PURPOSE
	1. This procedure establishes the process to schedule and notify individuals of convened meetings.
	2. The process begins when there are approximately no fewer than 60 days of meetings on the current schedule.
		1. By end-October of each year the schedule for the next calendar year will be published and disseminated.
	3. The process ends when meetings are scheduled and disseminated for the next calendar year.
2. REVISIONS FROM PREVIOUS VERSION
	1. None
3. POLICY
	1. Whenever possible the IRB schedules meetings at least one year in advance. See 1.2.1.
	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. Additional meetings may be scheduled on an ad hoc basis.
4. RESPONSIBILITIES
	1. It carries out 5.1 and 5.2; the IRB staff carry out the remaining procedure.
5. PROCEDURE
	1. IT creates a schedule of meetings for each IRB in e-IRB.
	2. IT posts the schedule on the organization’s Web site.
		1. Investigators and research staff are notified by Web site publication.
		2. IO is notified by Web site publication.
6. MATERIALS
	1. None