

Policy Title	IRB Meeting Conduct
Last Updated	2-16-2021
Responsible Office	IRB Office
Contact	IRB Office
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## 1. Policy Purpose Statement

The purpose of this policy and procedure is to describe the actions and conduct of IRB meetings at Kennesaw State University.

## 2. Definitions

Recusal: an IRB member's absence from an IRB meeting due to a conflicting interest in the item under consideration. This member will not count towards quorum not count toward quorum and will be documented in the meeting minutes. Quorum must be maintained in order for any further IRB business to proceed.

- 3.6. The Primary Reviewer will lead the discussion of approval criteria and any specific determinations that the IRB is required to make.
  - 3.6.1. If the Primary Reviewer is not present at the meeting and there is a Secondary Reviewer, the Secondary Reviewer will assume this duty.
  - 3.6.2. If both Primary and Secondary Reviewer are not present but they have provided a written review, the IRB Chair can present the information and lead the discussion.
- 3.7. The IRB may makeerf0 T (y)-3 (5 11(r)-0.)10.8 (r)-0.fesr (y)-3 (5 11;4.7 e)-4nbowe Approve with modifications the IRB reviews and approves a research study (or proposed changes to a previously approved research study) and requires as a condition of approval that the investigator make specified changes to the research protocol or informed consent document(s). The IRB may designate the IRB Chair or other IRB member(s) with appropriate expertise or qualifications to review the changes submitted by the PI and determine that the conditions have been satisfied.
  - 3.7.3. Defer: an IRB action taken when the IRB cannot fully evaluate the research under review and make the determinations required for approval without significant modifications to the

- protocol and/or informed consent document(s), or submission of clarifications or additional information/materials. The IRB will include in its notification of deferral to the PI reasons for this decision and provide an opportunity to respond. The investigator must provide adequate responses to each reason for deferral in order for the IRB to review the submission again at a future meeting.
- 3.7.4. Disapprove: an action taken when the IRB determines that it is unable to approve research and the IRB cannot describe modifications that might make the research approvable. The IRB will include in its notification of disapproval to the PI reasons for this decision and provide an