

**Clinical Research Management (CRM)  
IRB Taskforce  
September 8, 2008  
Agenda**

**CTSA CRM IRB Taskforce**

**Time: 2:00 PM – 3:00 PM ET**

**Agenda**

- 1) Welcome
  
- 2) Discussion of information gathered for process improvement
  
- 3) Summary of Action Items
  
- 4) Next Meeting – September 22, 2008 at 2:00 pm

**Action Items from last meeting August 18, 2008**

1. Distribution of the request for information had a short turnaround time. The request will be sent out by Kathleen. The request for information will be sent to each taskforce member to answer as much as they can. If they have the ability to ask investigators or other members of the IRB, they can also incorporate their feedback.
2. Deadline for the questionnaire will be September 1, 2008.
3. Feedback will be sent to Kathleen and she will collate the questions and have them ready for discussion by the next meeting date.
4. Next meeting dates will be September 8, 2008 and September 22, 2008 at 2pm.
5. We will reconvene meeting dates in October for the 1<sup>st</sup> and 3<sup>rd</sup> Mondays.