1.0 Reason for Policy

This policy describes how the IBC documents the discussions and findings of the convened IBC meetings.

2.0 Scope of Policy

This policy applies to HRPP/IBC staff and IBC committee members.

3.0 Policy Statement

Minutes are recorded during convened meetings which document pertinent discussions and decisions on research studies and activities. The minutes template is used to prompt and document separate deliberation for each protocol undergoing review.
Procedures:
From notes taken during the meeting, IBC staff prepares minutes clearly reflecting IBC action on each item reviewed, and the reasons for the action. Minute sheets are prepared prior to the meeting and filled out during the convened meeting. Following the meeting, minutes are circulated to IBC members for edit and input. Approval of final version of the minutes is voted on at a convened IBC meeting. Once approved, minutes may not be changed. Historical minutes are available for reference by all IBC members on the “members only” section of the IBC website.

IBC meeting minutes are available to the public upon request. If appropriate, lab or animal room/building locations are redacted prior to fulfilling the request. These requests are confirmed by the HRPP Executive Director who works with the Records Management department on proper redaction and release procedures.

IBC minutes may include the following information:
- Date of the meeting
- List of the members and any consultants or guests present
- Duration of the meeting
- List of any alternates who are seated, and for whom they are serving
- The names of IBC members, consultants and guests who abstain from voting or are absent due to a conflict of interest
- Description of proposed activities for each protocol
- Separate deliberations for each protocol being review for: initial review, continuing review, modifications to approved research projects, and incident reports
- Summary of the controverted issues of each protocol or other matter under review and the resolution of the issue
- Number of votes for, against, or abstaining of each action. Note that members are not polled individually unless requested by the IBC Chair
- Description of all requests to be made to principal investigators for modifications to reviewed protocols and/or additional information (including the actual text transmitted to the investigator)
- NIH Guidelines Experiment Designation for each protocol involving recombinant DNA
- Approved laboratory and animal housing biosafety levels (not applicable on deferred protocols)

Guests’ signed Confidentiality Agreements are coupled with the minutes of the meeting attended.

4.0 Required approvals for this document

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Executive Director, HRPP</td>
<td>Moira Keane</td>
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</tbody>
</table>
5.0 Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Reason for change</th>
<th>Date of release</th>
</tr>
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<tbody>
<tr>
<td>12/20/11</td>
<td>Policy update</td>
<td>12/20/11</td>
</tr>
<tr>
<td>12/09/09</td>
<td>New format and revision</td>
<td>03/02/10</td>
</tr>
<tr>
<td>07/11/06</td>
<td>New policy</td>
<td></td>
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</tbody>
</table>

To obtain a copy of a historical policy, e-mail ibc@umn.edu or call 612-626-5654