

## **IRB Administrator 101**

Orlando, FL

September 9-10, 2019

**IRB Administrator 101** is a one-and-a-half -day program, specifically geared toward new administrators, those in need of a “refresher” course, and anyone interested in learning more about IRB operations. The curriculum for **IRB Administrator 101** includes the identification of the key components of human research protection programs (HRPPs), an examination of the primary responsibilities of administrators, and a review of strategies and policies for developing and/or strengthening an institution’s HRPP.

**A portion of the program will utilize peer review with the goal of improving local documentation. Attendees are asked to bring a hard copy of the following:**

- The first page of IRB minutes and redacted review for two studies (**approximately 3 pages**).

### **AGENDA** **September 9, 2019**

7:30-8:30 AM	<i>On-site Check-in (continental breakfast provided)</i>
8:30-10:15 AM	<b>Welcome and Introduction</b>  <b>Overview: Components of an HRPP</b>  <b>IRB Administrator Responsibility 1: Advising</b>
10:15-10:30 AM	<i>Break</i>
10:30 AM-12:30 PM	<b>IRB Administrator Responsibility 2: Managing Protocol Review</b>
12:30-1:30 PM	<i>Lunch (provided)</i>
1:30-3:00 PM	<b>IRB Administrator Responsibility 3: Education</b>  <b>IRB Administrator Responsibility 4: Reporting</b>
3:00-3:15 PM	<i>Break</i>

Agenda is subject to change.

Agenda continues on the next page.

3:15-4:00 PM **IRB Administrator Responsibility 5: Developing HRPP/IRB Policies and Procedures**

4:00 PM *Adjournment*

**AGENDA**

**September 10, 2019**

**\*Note: Lunch on September 10 (11:30 AM-12:30 PM) is only for those taking both workshops.**

7:30-8:00 AM *On-site Check-in (continental breakfast provided)*

8:00-9:30 AM **IRB Administrator Responsibility 6: Handling Allegations, Complaints, and Noncompliance**

**IRB Administrator Responsibility 7: Single IRB Reliance/Multi-Site Research/Cooperative Research**

9:30-9:45 AM *Break*

9:45-11:00 AM **IRB Administrator Responsibility 8: Recordkeeping and Minutes**

11:00-11:15 AM **Developing a Philosophy of Research Administration**

11:15-11:30 AM **Questions and Answers**

11:30 AM *Adjournment*