**Meeting Date:**

**Letter to ACOS/R (Include VHALIT QUADRAD IN EMAIL)**

Letter sent to R&D Chair for Signature Date Sent:

Letter returned by R&D Chair with signature Date Returned:

Letter sent to ACOS/R Date Sent:

**Letters to PIs**

All full board review letters/additional required Date Complete:

documents have been published.

All acknowledgement letters have been published Date Complete:

**Contingencies**

Were there any packages that required **contingencie**s?  YES  NO

If no, skip to next section. If yes, list IRBNet package number and date the contingencies are due for each below.

Event created on “Deadlines” calendar for each item due. Date added:

**Approval of Minutes**

Were any R&D meeting minutesapproved?  YES  NO (If no, skip to next section.)

List minutes approved by meeting date

Minutes published in IRBNet Date published:

A copy of the approved minutes attached, in PDF format, to the meeting documents section in IRBNet for:

Meeting they pertain to

Meeting approved at

Were any sub-committee minutesapproved?  YES  NO (If no, skip to next section.)

List minutes approved by meeting date

**R&D SOP**

Was the R&D SOP revised?  YES  NO

Copy of SOP updated on Intranet Upload date:

**Reportable Determinations**

Unanticipated Problems  YES  NO

Serious non-compliance  YES  NO

Continuing non-compliance  YES  NO

Programmatic non-compliance  YES  NO (If no to all, skip to next section.)

List the determination type, IRBNet package # and R&D determination for each finding

**Meeting Minutes**

Draft Minutes complete. Date Complete:

ACOS/R notified Date Complete:

**Action Items**

Tasks assigned to staff  YES  NO (If no, stop here, form is complete.)

Describe in detail, who was assigned the task, what the task is and the deadline for completion.

Email sent to staff with required actions due by Friday following the meeting.