**<date>**

**NOTICE OF nthREGULAR MEETING <year>**

**To:**

|  |  |
| --- | --- |
| **Regular Members** | **Role** |
| <name of member> | Scientist/Affiliated |
| <name of member> | Scientist/Affiliated |
| <name of member> | Scientist/Affiliated |
| <name of member> | Scientist/Affiliated |
| <name of member> | Scientist/Affiliated |
| <name of member> | Scientist/Affiliated |
| <name of member> | Scientist/Affiliated |
| <name of member> | Scientist/Non-Affiliate |
| <name of member> | Non-scientist/Non-affiliate |
| <name of member> | Non-scientist/Non-affiliate |

**Date of Meeting**: <date>

**Time of Meeting**: <time>

**Mode/Venue:** <online platform, if online/venue if on-site>

**Online Details (if online): <**meeting link and credentials>

**Agenda:**

1. **Call to order**
2. **Declaration of quorum**
3. **Approval of the provisional agenda**
4. **Disclosure of conflict of interest**
5. **Review and approval of the minutes of the previous meeting**
6. **Business arising from the minutes of the last meeting (nthRegular/Special, <date>)**
7. **New business:**

# 7.1 Full board review

7.1.1 Review of new protocols

|  |  |
| --- | --- |
| PSURERC Code |  |
| Study Protocol Title |  |
| Study Protocol Submission Date |  |
| Principal Investigator/  Lead Researcher |  |
| Primary Reviewers and Independent Consultant (if any) |  |
| Technical Review |  |
| Funding Agency/CRO |  |
| Time Allotment |  |

7.1.2 Review of resubmissions

|  |  |
| --- | --- |
| PSURERC Code |  |
| Study Protocol Title |  |
| Study Protocol Submission Date |  |
| Initial Review Category and Decision (include preceding decisions) | *Initial review:*  *2nd review:*  *3rd review:* |
| Principal Investigator/  Lead Researcher |  |
| Primary Reviewers and Independent Consultant (if any) |  |
| Technical Review |  |
| Funding Agency/CRO |  |
| Time Allotment |  |

7.1.3 Review of post-approval submissions

7.1.3.1 Progress reports

|  |  |
| --- | --- |
| PSURERC Code |  |
| Study Protocol Approval Date/s |  |
| Report/Application Date (indicate if submitted late) |  |
| Study Protocol Title |  |
| Principal Investigator/  Lead Researcher |  |
| Primary Reviewers and Independent Consultant (if any) |  |
| Initial Review Category |  |

7.1.3.2 Amendments requests

7.1.3.3 Deviation reports

7.1.3.4 RNE, SAE and SUSAR reports

7.1.3.5 Early termination applications/reports

7.1.3.6 Continuing review applications

## 7.1.3.7 Final reports

# 7.2 Report of approved expedited reviews

7.2.1 Report of approved new protocols

|  |  |
| --- | --- |
| PSURERC Code |  |
| Study Protocol Title |  |
| Study Protocol Submission Date |  |
| Principal Investigator/  Lead Researcher |  |
| Primary Reviewers and Independent Consultant (if any) |  |
| Technical Review |  |
| Funding Agency/CRO |  |
| Time Allotment |  |

7.2.2 Report of approved post-approval submissions

7.2.2.1 Approved progress reports

|  |  |
| --- | --- |
| PSURERC Code |  |
| Study Protocol Approval Date/s |  |
| Report/Application Date |  |
| Study Protocol Title |  |
| Principal Investigator/  Lead Researcher |  |
| Primary Reviewers and Independent Consultant (if any) |  |

7.2.2.2 Approved amendments request

7.2.2.3 Approved deviation reports

7.2.2.4 Approved RNE Reports

7.2.2.5 Approved early termination reports

7.2.2.6 Approved continuing review applications

7.2.2.7 Approved final reports

# 7.3 Report on exemptions from review protocols

7.3.1 Exempted new protocols

|  |  |
| --- | --- |
| PSURERC Code |  |
| Study Protocol Exemption Date |  |
| Application Date |  |
| Study Protocol Title |  |
| Principal Investigator/  Lead Researcher |  |
| Reasons for Exemption |  |

7.3.2 Exempted post-approval submissions

|  |  |
| --- | --- |
| PSURERC Code |  |
| Exemption Date |  |
| Application Date |  |
| Study Protocol Title |  |
| Principal Investigator/  Lead Researcher |  |
| Reasons for Exemption |  |

7.3.2.1 Exempted progress reports

7.3.2.2 Exempted amendments request

7.3.2.3 Exempted deviation reports

***7.4 Report on site visits and other protocol-related activities***

1. **Other matters**
2. **Adjournment**

Prepared by:

**<name and signature>**

Committee Staff, PSU RERC

Endorsed by:

**<name and signature>**

Committee Secretary, PSU RERC

Approved by:

**<name and signature>**

Chair, PSU RERC