**MINUTES OF THE nTH REGULAR/SPECIAL MEETING**

DATE OF MEETING: <date, day>

TIME OF MEETING: <exclusive time>

VENUE OF MEETING: <physical address if onsite; online link if online>

PRESIDER: <name and position>

[ ] REGULAR MEETING NO. : <number s.year>

[ ] SPECIAL MEETING NO. : <number s.year>

# COMMITTEE ATTENDANCE

|  |  |
| --- | --- |
| **Name and Role/Position** | **Attendance (Present/Absent)** |
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**OTHER ATTENDANCE**

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| **Name** | **Role/Position** |
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1. **CALL TO ORDER**

The nth regular/special meeting was called to order at <time and date, day> on, with <name of presiding officer> presiding.

1. **DECLARATION OF QUORUM**.

A quorum was reached with <number present> members present. It was composed of <number> regular members, <number> non-scientist members, <number>  non-affiliate members, and committee staff. The quorum was intergenerational, interdisciplinary, and gender-inclusive as confirmed by the Secretary, <name>.

# APPROVAL OF THE PROVISIONAL AGENDA

# The committee chair/designate presented the provisional agenda and called for any additions/clarifications. <insert clarifications/additions/revisions>. After hearing no more clarifications/additions/revisions from the committee, the chair/designate called for the approval of the agenda, and <name> raised the motion to approve, which was duly seconded by <name>.

1. **DISCLOSURE OF CONFLICT OF INTEREST**

<Name of member> raised a COI on the study protocol coded <code> due to <reasons>.

1. **REVIEW AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING (nth REGULAR/SPECIAL MEETING, <date, day>.**

<Name of secretary/designate> presented the minutes of the previous meeting. <insert corrections/revisions raised>. After hearing no more corrections/revisions, <name> raised the motion to approvethe minutes of the previous meeting, which was duly seconded by <name>.

# BUSINESS ARISING FROM THE MINUTES OF THE LAST MEETING

* 1. Corrections in the Minutes
  2. Matters Requiring Committee Action

# NEW BUSINESS

* 1. ***Full board review*** 
     1. Review of new protocols

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| --- | --- | --- | --- |
| PSURERC Code | |  | |
| Study Protocol Title | |  | |
| Study Protocol Submission Date | |  | |
| Principal Investigator/  Lead Researcher | |  | |
| Supervisor/Adviser and Area of Specialization | |  | |
| Primary Reviewers and Independent Consultants (if any) | |  | |
| Technical Review | |  | |
| Funding Agency/CRO | |  | |
| Time Allotment | |  | |
| Quorum Status | |  | |
| Conflict of Interest | |  | |
| Assessment of scientific soundness | | | |
| <Item 1> | | <discussion points and decision points> | |
| <item 2> | | <discussion points and decision points> | |
| Assessment of ethical issues | | | |
| <Item 1> | | <discussion points and decision points> | |
| <item 2> | | <discussion points and decision points> | |
| Action | |  | |
| Conclusion and recommendations | |  | |
| Voting Records | | YES/AGREE: \_\_\_\_  NO/DISAGREE: \_\_\_  ABSTAIN: \_\_\_ | |
| Approval expiration date  (if applicable) | |  | |
| Progress Report/s Schedule | |  | |
| Final Report Schedule | |  | |

* + 1. 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 Consultants (if any) |  |
| Technical Review |  |
| Funding Agency/CRO |  |
| Time Allotment |  |

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| --- | --- | --- | --- |
| Quorum Status | |  | |
| Conflict of Interest | |  | |
| Assessment of scientific soundness | | | |
| <Item 1> | | <discussion points and decision points> | |
| <item 2> | | <discussion points and decision points> | |
| Assessment of ethical issues | | | |
| <Item 1> | | <discussion points and decision points> | |
| <item 2> | | <discussion points and decision points> | |
| Action | |  | |
| Conclusion and recommendations | |  | |
| Voting Results | | YES/AGREE: \_\_\_\_  NO/DISAGREE: \_\_\_  ABSTAIN: \_\_\_ | |
| Approval expiration date  (if applicable) | |  | |
| Progress Report/s Schedule | |  | |
| Final Report Schedule | |  | |

* + 1. Review of post-approval submissions
       1. Progress reports

|  |  |  |  |
| --- | --- | --- | --- |
| PSURERC Code | |  | |
| Study Protocol Approval Date/s | | <dd/mm/yyyy> | |
| Report Date | |  | |
| Study Protocol Title | |  | |
| Principal Investigator/Lead Researcher | |  | |
| Type of Review | |  | |
| Primary Reviewers and Independent Consultants (if any) | |  | |
| Technical Review | |  | |
| Funding Agency/CRO | |  | |
| Quorum Status | |  | |
| Conflict of Interest | |  | |
| Assessment of  Report/Applications | |  | |
| Action | |  | |
| Conclusion and recommendations | |  | |
| Voting Results | | YES/AGREE: \_\_\_\_  NO/DISAGREE: \_\_\_  ABSTAIN: \_\_\_ | |
| Approval expiration date  (if applicable) | |  | |
| Progress Report/s Schedule | |  | |
| Final Report Schedule | |  | |

7.1.3.2 Amendment 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

* 1. ***Report of approved expedited reviews***
     1. Report of approved new protocols

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| --- | --- |
| 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**

Before adjournment, a quorum remained with <number present> members present. It was composed of <number> regular members, <number> non-scientist members, <number> non-affiliate members, and committee staff. The quorum was intergenerational, interdisciplinary, and gender inclusive as confirmed by the Secretary, <name>.

The presiding officer adjourned the meeting at <time>.

Approved by the Committee on <nth regular/special meeting, date>.

Prepared by:

**<name and signature>**

Committee Staff, RERC

Checked by:

**<name and signature>**

Secretary, RERC

Noted and attested by:

**<name and signature>**

Chair, RERC