Call meeting to order when quorum (5 or more members) is present (for IRB 1, quorum is 6)

Be certain that non-scientist is present

Read Item 1 (Confidentiality and Conflict of Interest) verbatim

Call for motion to approve minutes:
1. Call for second
2. Call for discussion
3. Call for findings
4. Call for:  - All in favor
    - All opposed
    - Abstentions

Introduce any invited guests per agenda

Educational Item - will be presented by Educational/Training Specialist

Read Panel business

Presentation of New and Continuing Review Protocols and Major Modifications
- For each protocol:
  1. Announce number of protocol on Agenda List and presenter name
     Presenter should:
     - Present protocol
     - Summarize concerns (if any)
     - Make motion to approve
  2. Call for second
  3. Call for discussion
  4. Call for findings
  5. Call for:  - All in favor
     - All opposed
     - Abstentions

Read numbers of non-presented protocols reviewed during month (per agenda)
- Minor Modifications
- Expedited New protocols reviewed during month
- Expedited Continuing Review protocols reviewed
- Expedited protocols reviewed under paragraph 8
  - follow-up
  - no enrollment & no new risks
  - data analysis

- Read number of Exempt protocols reviewed during month (on agenda)
- Call for any comments on any of the non-presented protocols.
- Remind members to sign the green sheet and write on the form the protocols on which they have a conflicting interest.

Adjourn meeting