**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.