**Rocky Mountain Regional VAMC Pre-RDC Meeting Checklist**

**Initial Logistics**

Met quorum

Set-up VANTS Line

Send out RDC draft minutes

**Protocol Actions**

Combine complete designated reviews since the last RDC meeting – may consist of completed contingencies, and/or Initial approvals for Exempt, NHS, and Bench.

Combine Annual Reviews by RDC – NHS, Bench, Exempt

IACUC protocol actions received – listing of Initial Reviews, Annual Reviews, and Amendments

SRS protocol actions received – listing of Full Board, Exempt and Closures

IRB protocol actions received- Initials, Continuing Reviews, and Closures

Expirations or Lapsed Studies – remains lapsed, approved to continue, or administrative closure (check SRS)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Initial** | **Type** | **ISSO** | **PO** | **Scientific Merit**  **Relevance to the VA mission** | **SRS** | **JIT** | **RDC - Reviewer** | **Access DB** | **Epromise** |
| **PI & #** |  |  |  |  |  |  |  |  |  |
| Smith xx-xxxx | Exempt | X | X | X | X |  |  |  |  |
| Schwartz xx-xxx | Full |  | X | X |  |  |  |  |  |

Protocols and supporting documentation on the RDC shared drive.

**Minutes - Subcommittees/Committees**

Final Minutes posted on the shared drive:

COMIRB – affiliate IRB

VA CIRB

SRS/IBC

IACUC

**Other Related Items**

RCO

HRP items – non-vets, international research, tissue banking

MOUs, FWAs, RDC SOP