**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