



Policy Title	IRB Meeting Conduct
Last Updated	2-16-2021
Responsible Office	IRB Office
Contact Information	IRB Office Email: <a href="mailto:irb@kennesaw.edu">irb@kennesaw.edu</a> Phone: 470-578-4941

## 1. Policy Purpose Statement

The purpose of this policy and procedure is to describe the actions and conduct of IRB meetings at Kennesaw State University.

## 2. Definitions

**Recusal:** an IRB member's absence from an IRB meeting due to a conflicting interest in the item under consideration. This member will not count towards quorum (y)-3 (5 11;4.7 e)-4nbowe Approve with modification the IRB reviews and approves a research study (or proposed changes to a previously approved research study) and requires as a condition of approval that the investigator make specified changes to the research protocol or informed consent document(s). The IRB may designate the IRB Chair or other IRB member(s) with appropriate expertise or qualifications to review the changes submitted by the PI and determine that the conditions have been satisfied.

3.7.3. Defer: an IRB action taken when the IRB cannot fully evaluate the research under review and make the determinations required for approval without significant modifications to the

protocol and/or informed consent document(s), or submission of clarifications or additional information/materials. The IRB will include in its notification of deferral to the PI reasons for this decision and provide an opportunity to respond. The investigator must provide adequate responses to each reason for deferral in order for the IRB to review the submission again at a future meeting.

- 3.7.4. Disapprove: an action taken when the IRB determines that it is unable to approve research and the IRB cannot describe modifications that might make the research approvable. The IRB will include in its notification of disapproval to the PI reasons for this decision and provide an

4.7.8.