UT Knoxville IRB Meetings via Zoom

Below are a few procedural rules for the Zoom meeting to ensure it goes smoothly:

1. Please call in on time (preferably at least 15 minutes in advance) and plan to stay on the call for the duration of the meeting unless you have told us in advance of a conflict requiring your recusal, or a time conflict requiring your late arrival or early departure.
2. Have a copy of the agenda and all review documents you need readily available. **(You can do this by having iMedRIS open.)**
3. The Chair will start by verifying attendees.
4. The Chair will invite the primary reviewer of each item to proceed with their lay summary and review, and then each secondary reviewer with their review.
5. Reviewers should announce when their review is complete.
6. When review(s) are done, the meeting Chair will invite and prompt for any questions and discussion.
7. When board discussion is complete, the meeting Chair will invite the primary reviewer to propose a motion.
8. The chair will call on each reviewer, one by one, to state their vote.

The same requirement that you be present for the discussion in order to vote is in force, you will just be present via Zoom instead of in person.