
1. ESTABLISHING IRB MEETING DATES IN iRIS

IRB meeting dates can be set up at any time, but it’s best to set them up a year in advance when establishing the IRB calendar and annually confirming room reservations.

1. From your Home screen, click on “Meeting Manager.”

2. Once within the Meeting Manager page, now click on “Meeting Schedule.”

3. From here, the IRB Analyst can add new recurring meetings or single/ad hoc meetings. Since the majority are recurring, click on “Add a New Recurring.”

4. Complete each field then click “Save Meeting Schedule.”
5. Now the recurring IRB meeting has been established and future dates will be available for selection when scheduling actions.