

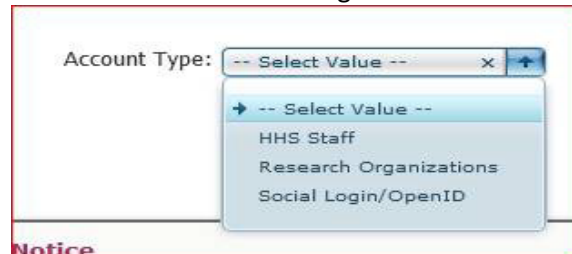
NIH IRB SCHEDULER

Access & Sign-Up Guide

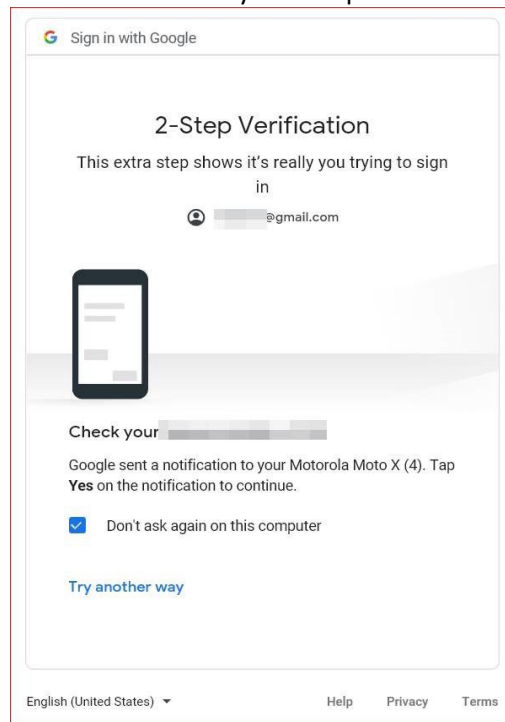
<https://irbschedule.cc.nih.gov/irbs/>

Accessing the site:

1. After clicking into the site, please log in via the options below:
 - a. **NIH/FDA members:** Select “HHS Staff” and log in with their NIH credentials or PIV-CARD (FDA must use PIV Card)
 - b. **Non-NIH members:** Select “Research Organizations or Social Login”

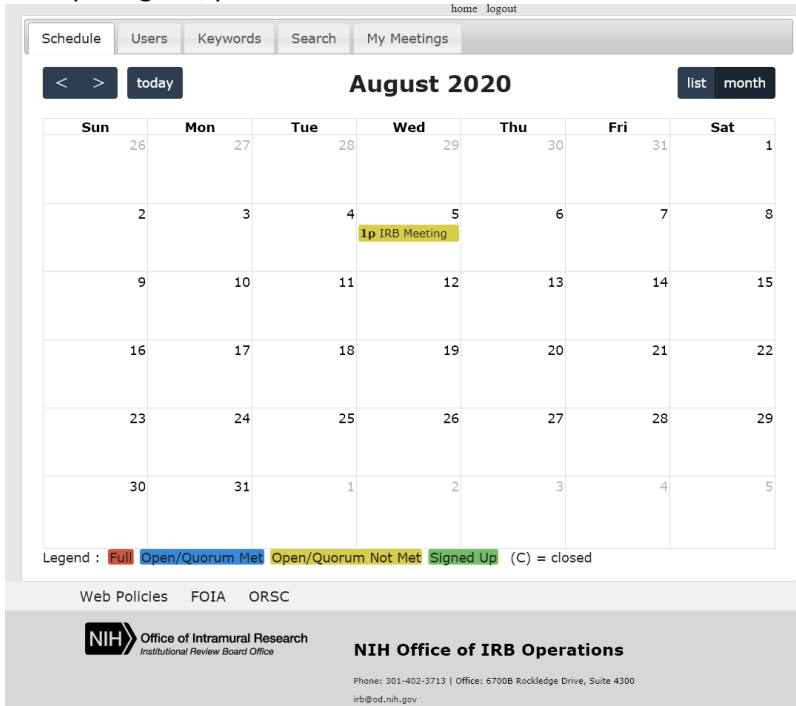


2. **Unaffiliated Members:** Please note that when you select “Social Login/OpenID,” you may be further prompted to complete a 2-step verification process. For example, if you are logging in with a Google account, you may see the screen below that asks you to confirm your sign-in by acknowledging a notification that was sent to your cell phone.



How to sign-up:

1. After you sign-in, you will see the calendar view below:



home logout

Schedule Users Keywords Search My Meetings

< > today **August 2020** list month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5 1p IRB Meeting	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

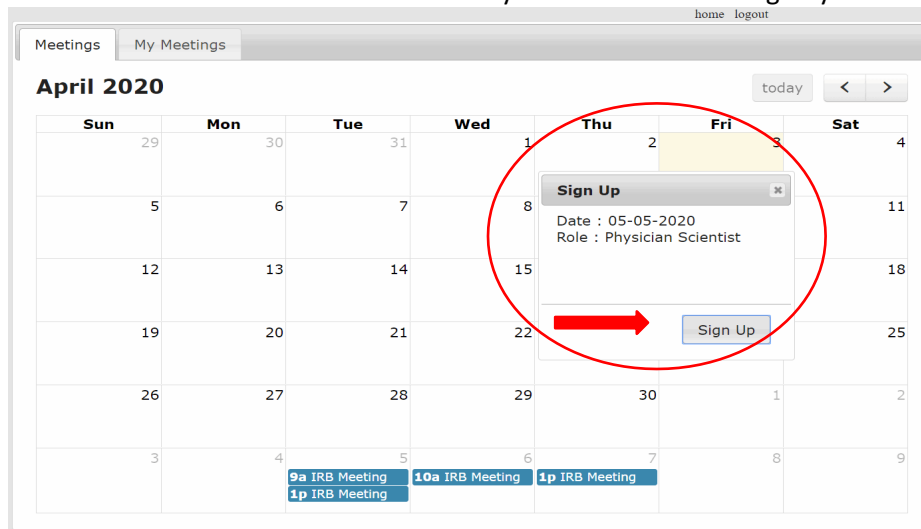
Legend : Full Open/Quorum Met Open/Quorum Not Met Signed Up (C) = closed

Web Policies FOIA ORSC

NIH Office of Intramural Research
Institutional Review Board Office

NIH Office of IRB Operations
Phone: 301-402-3713 | Office: 6700B Rockledge Drive, Suite 4300
irb@od.nih.gov

2. To sign-up for a meeting, please select the meeting you'd like to attend by clicking on the meeting date. You will see the box appear with the meeting date and your "Role." Select "Sign Up."
 - a. You are now signed up for the meeting. An email will be auto-generated and sent to you for confirmation. This email will also allow you to add the meeting to your calendar.



home logout

Meetings My Meetings

April 2020 today < >

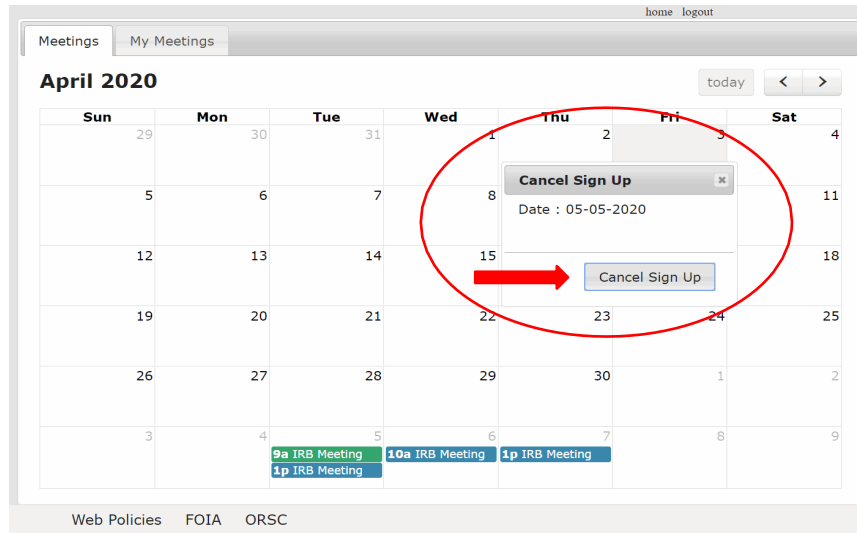
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5 9a IRB Meeting 1p IRB Meeting	6 10a IRB Meeting	7 1p IRB Meeting	8	9

Sign Up ✕

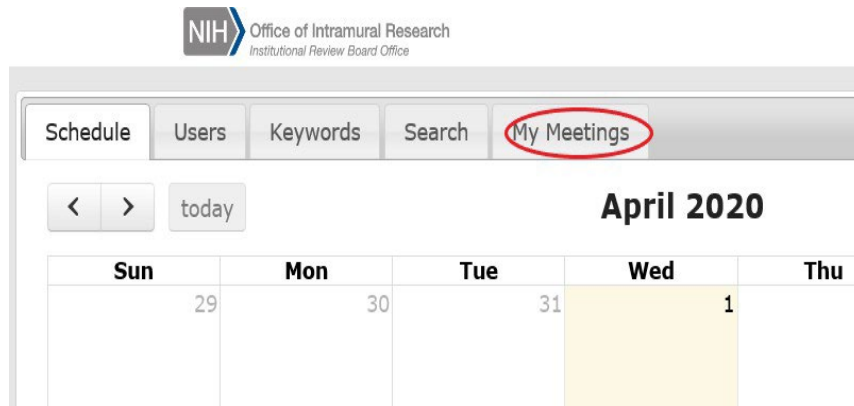
Date : 05-05-2020
Role : Physician Scientist

Sign Up

- To cancel your participation, simply go back into your assigned meeting date and select “Cancel Sign Up.”



- To view the meetings that you have signed up for select the tab labeled “My Meetings.”



SCHEDULER LEGEND

The Scheduler is color-coded. Please refer to the color-coding when signing up for meetings:

Full **Open/Quorum Met** **Open/Quorum Not Met** **Signed Up** (C) = closed

- Red** - Meeting Full
- Blue** - Meeting Open and Quorum has not been met
- Yellow** - Meeting is Open and Quorum has not been met
- Green** - Signed up for meeting
- (C) - Indicates the Meeting is closed