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| C:\Users\Admin\Desktop\LOGO SEAL.png | C:\Users\Admin\Desktop\CIM CVGH.png | C:\Users\Admin\Desktop\cebu velez 07222011_20110721214530_10.JPG | **MEETING MINUTES****TEMPLATE** |
| **I** **INSTITUTIONAL REVIEW BOARD****79 F. RAMOS ST., CEBU CITY****Tel. 253-7413 Fax. (63-32) 253-9127** |  | **FORM 5.2** |

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE**  |  | **VENUE:**  | **CIM CONFERENCE ROOM** |
|  | **IRB MEMBERS** | **POSITION** |  |  | **ATTENDANCE** |
| **1)** | Dr. Manuel Emerson Donaldo | Chairman | Affiliated | Medical | ( ) present |  ( ) absent |
| **2)** | Dr. Corazon Tan-Meneses | Co-Chairman | Affiliated | Medical | ( ) present | ( ) absent |
| **3)** | **Dr. Consolacion Cutillar** | Secretary | Affiliated | Medical | ( ) present | ( ) absent |
| **4)** | **Dr. Rudy Amatong** | Member | Affiliated | Medical | ( ) present | ( ) absent |
| **5)** | Mdm. Charito Calumpang | Member | Non affiliated | Non Medical | ( ) present | ( ) absent |
| **6)** | **Fr. Raphael Catane, SHF** | Member | Non affiliated | Non Medical | ( ) present | ( ) absent |
| **7)** | **Dr. Irelan A. Evasco** | Member | Affiliated | Medical | ( ) present | ( ) absent |
| **8)** | **Atty. Terence Fernandez** | Member | Affiliated | Non Medical | ( ) present | ( ) absent |
| **9)** | **Dr. Saleshe Tracy Anne Fernandez** | Member | Affiliated | Medical | ( ) present | ( ) absent |
| **10)** | **Dr. Nerissa Sanchez** | Member | Affiliated | Medical | ( ) present | ( ) absent |
| **11)** | **Dr. Cristina Gravador**  | Member | Affiliated | Medical | ( ) present | ( / ) absent |
| **Meeting No.: 2019-00** |  |
| **Regular Emergency Meeting**xxxxXx |
| **MEETING CHAIRED BY:** |  | **Designation**  |  |
| **Announcement of formal start of meeting** |  | **Time started** |  |
| **Determination of a duly constituted quorum by the Secretary to proceed with the meeting.** | Quorum (out 0 11 members)Affiliated –Non affiliated |
| **COI Disclosures** |  |

**I. Approval of Provisional Agenda**

**II. Review and approval of the previous minutes:**

**III. Business or matters arising from the minutes:**

**IV. Review of Protocols**

1. **INITIAL REVIEW**

|  |  |
| --- | --- |
| (A.1) IRB Reference No.: |  |
| Protocol No. |  |
| Study Title |  |
| Principal Investigator |  |
| Sponsor |  |
| Independent Consultant |  |
| Technical Reviewer |  |
| Primary Reviewer PROTOCOL |  |
|  Expertise |  |
| Primary Reviewer ICF |  |
|  Expertise |  |
| Submitted Documents |  |
| Discussion |  |
| Summary of Recommendations/Actions Taken |  |
| QUORUM CHECK | * QUORUM MAINTAINED
 | * QUORUM NOT MAINTAINED
 |
| IRB DECISION |  |

1. **RESUBMISSION**

|  |  |
| --- | --- |
| (B.1) IRB Reference No. | **NONE** |
| Protocol No. |  |
| Study Title |  |
| Principal Investigator |  |
| Sponsor |  |
| Primary Reviewer PROTOCOL |  |
|  Expertise |  |
| Primary Reviewer ICF |  |
|  Expertise |  |
| Submitted Documents |  |
| Discussion |  |
| Summary of Recommendations/Actions Taken |  |
| QUORUM CHECK | * QUORUM MAINTAINED
 | * QUORUM NOT MAINTAINED
 |
| IRB DECISION |  |

1. **PROTOCOL AMENDMENTS**

|  |  |
| --- | --- |
| (C.1) IRB Reference No. |  |
| Protocol No. |  |
| Study Title |  |
| Principal Investigator |  |
| Sponsor |  |
| Primary Reviewer Protocol |  |
|  expertise |  |
| Primary Reviewer ICF |  |
|  expertise |  |
| Submitted Documents |  |
| Discussion |  |
| Summary of Recommendations/Actions Taken |  |
| QUORUM CHECK | * QUORUM MAINTAINED
 | * QUORUM NOT MAINTAINED
 |
| IRB DECISION |  |

1. **PROGRESS REPORTS / CONTINUING REVIEW REPORTS**

|  |  |
| --- | --- |
| (D.1) IRB Reference No.: | **N O N E** |
| Protocol No. |  |
| Study Title |  |
| Principal Investigator |  |
| Sponsor |  |
| Primary Reviewer Protocol |  |
|  expertise |  |
| Primary Reviewer ICF |  |
|  expertise |  |
| Submitted Documents |  |
| Discussion |  |
| Summary of Recommendations/Actions Taken |  |
| QUORUM CHECK | * QUORUM MAINTAINED
 | * QUORUM NOT MAINTAINED
 |
| IRB DECISION |  |

1. **PROGRESS REPORTS / CONTINUING REVIEW REPORTS DUE IN 30 DAYS**

|  |  |
| --- | --- |
| Protocol No. | Study Title |
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1. **SAE/SUSARS**

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| --- | --- |
| (E.1) IRB Reference No.: | **N O N E** |
| Protocol No. |  |
| Study Title |  |
| Principal Investigator |  |
| Sponsor |  |
| Primary Reviewer |  |
| Submitted Documents |  |
| Discussion |  |
| Summary of Recommendations/Actions Taken |  |
| IRB DECISION |  |

1. **PROTOCOL DEVIATIONS**

|  |  |
| --- | --- |
| (F.1) IRB Reference No.: | **N O N E** |
| Protocol No. |  |
| Study Title |  |
| Principal Investigator |  |
| Sponsor |  |
| Primary Reviewer |  |
| Submitted Documents |  |
| Discussion |  |
| Summary of Recommendations/Actions Taken |  |
| IRB DECISION |  |

1. **COMMUNICATIONS/NOTIFICATIONS**

|  |  |
| --- | --- |
| (G.1) IRB Reference No. | **N O N E** |
| Protocol No. |  |
| Study Title |  |
| Principal Investigator |  |
| Sponsor |  |
| Primary Reviewer |  |
| Submitted Documents |  |
| Discussion |  |
| Recommendations/Actions Taken |  |

1. **FINAL REPORTS**

|  |  |
| --- | --- |
| (H.1) IRB Reference No. | **None** |
| Protocol No. |  |
| Study Title |  |
| Principal Investigator |  |
| Sponsor |  |
| Primary Reviewer |  |
| Submitted Documents |  |
| Discussion |  |
| Summary of Recommendations/Actions Taken |  |
| IRB DECISION |  |

1. **Protocols Exempted from Review**

|  |  |
| --- | --- |
| (V.1) IRB Reference No.: | **NONE** |
| Study Title |  |
| Principal Investigator |  |
| Decision |  |

1. **Protocol Approved by Expedited Process**

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| --- | --- |
| (VI.1) IRB Reference No.: | **None**  |
| Study Title |  |
| Principal Investigator |  |
| Primary Reviewer |  |
| Decision |  |

1. **Other Matters:**
2. **Adjournment:**

**Prepared by: NOTED BY: APPROVED BY:**

**Gina Lord DR. CONSOLACION CUTILLAR DR. MANUEL EMERSON S.**

**DONALDO**

**IRB Staff Member Secretary- CIMCVGH IRB CHAIR- CIMCVGH IRB**