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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**

|  |  |
| --- | --- |
| (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**

|  |  |
| --- | --- |
| (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**