IRB Administrator 101 is a 1.5-day program, specifically geared toward new administrators, those in need of a “refresher” course, and anyone interested in learning more about IRB operations. The curriculum for IRB Administrator 101 includes the identification of the key components of human research protection programs (HRPPs), an examination of the primary responsibilities of administrators, and a review of strategies and policies for developing and/or strengthening an institution’s HRPP.

Please note this agenda is subject to change.

February 4, 2014

7:30-8:30 AM  
Registration and Continental Breakfast

8:30-10:15 AM  
Welcome and Introduction

Overview: Components of a HRPP

IRB Administrator Responsibility 1: Advising

10:15-10:30 AM  
Break

10:30 AM-12:30 PM  
IRB Administrator Responsibility 2: Managing Protocol Review

IRB Administrator Responsibility 3: Education

12:30-1:30 PM  
Lunch

1:30-3:00 PM  
IRB Administrator Responsibility 4: Recordkeeping

IRB Administrator Responsibility 5: Reporting

Agenda continues on the next page
Agenda

3:00-3:15 PM  
*Break*

3:15-4:00 PM  

4:00 PM  
*Adjournment*

February 5, 2014

7:00 AM-8:00 AM  
*Continental Breakfast*

8:00-9:35 AM  
IRB Administrator Responsibility 7: Handling Allegations, Complaints, and Noncompliance

IRB Administrator Responsibility 8: Off-Site/Cooperative Research

9:35-9:50 AM  
*Break*

9:50 AM-12:00 PM  
IRB Administrator Responsibility 9: Quality Improvement/Metrics for IRBs and Principal Investigators

IRB Administrator Responsibility 10: Management of Staffing and Infrastructure

*Developing a Philosophy of Research Administration*

Questions and Answers

12:00 PM  
*Adjournment*