**IRB Meeting Minutes: Transforming the Process to Improve Workflow**
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**Problem Statement:** IRBs often use standard, template language to record elements of the review process in meeting minutes. The IRB’s previous minutes building process involved choosing text from a lengthy document containing standard language. This process required staff to devote significant attention to each element of the language that went into the minutes. However, it also required a great deal of repetitive work and time spent searching for and copying text from one document into another.

**Additional Information:** Our poster will provide our fellow IRBs with an overview of how we transformed our minute taking process by implementing our new “minutes builder template.” The new system, developed using Microsoft Office and Microsoft Excel, allows us to pre-populate much of the standard language and use dropdown lists to select from various standard language options when recording the minutes for each submission. The template has allowed IRB staff to organize the minutes’ entry for each submission according to the required regulatory elements and also to focus on recording substantive, study-specific information. A thorough analysis of the time spent on turnaround time for minutes indicated that the percentage of minutes ratified at the subsequent meeting of the board rose from 75% prior to adopting the template to 84.2% in the subsequent five months. We will provide the research community with information on how to transform their minute taking process in a way that will reduce the amount of repetitive, administrative work necessary to compose meeting minutes and improve their turnaround time.