



# Institutional Review Board (IRB) Administrator 101

Baltimore, MD

April 6-7, 2017

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**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.

## April 6, 2017

7:30-8:30 AM	<i>Registration</i>
8:30-10:15 AM	<b>Welcome and Introduction</b>  <b>Overview: Components of a HRPP</b>  <b>IRB Administrator Responsibility 1: Advising</b>
10:15-10:30 AM	<i>Break</i>
10:30 AM-12:30 PM	<b>IRB Administrator Responsibility 2: Managing Protocol Review</b>
12:30-1:30 PM	<i>Lunch</i>
1:30-3:00 PM	<b>IRB Administrator Responsibility 3: Recordkeeping</b>  <b>IRB Administrator Responsibility 4: Reporting</b>
3:00-3:15 PM	<i>Break</i>
3:15-4:00 PM	<b>IRB Administrator Responsibility 5: Developing HRPP/IRB Policies and Procedures</b>
4:00 PM	<i>Adjournment</i>

Agenda continues on the next page

April 7, 2017

8:00-9:30 AM

**IRB Administrator Responsibility 6: Handling Allegations, Complaints, and Noncompliance**

**IRB Administrator Responsibility 7: Off-Site/Cooperative Research**

9:30-9:45 AM

*Break*

9:45 AM-11:30 AM

**IRB Administrator Responsibility 8: Education**

**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**

11:30 AM

*Adjournment*