

## ERC Form 2A: Notice of Meeting



Date of Issuance: <mm/dd/yyyy>

### NOTICE OF MEETING

TO:

<NAME OF RIHS ERC REVIEW PANEL> Members:

Name 1  
Name 2  
Name 3  
Name 4  
Name 5  
Name 6  
Name 7  
Name 8

DATE OF MEETING:

TIME OF MEETING:

VENUE OF MEETING:

#### AGENDA:

1. Call to order:
2. Determination of quorum:
3. Disclosure of Conflict of interest:
4. Reading and approval of the agenda:
5. Reading and Approval of the Minutes of the last meeting:
6. Business arising from the Minutes of the last meeting:
7. Protocol review
  - 7.1. FULL REVIEW
    - 7.1.1. Study Protocols for Initial Review:

RIHS ERC Code	
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Study Protocol Submission Date	<mm/dd/yyyy>
Study Protocol Title	
Principal investigator/s	
Type of review	
Primary reviewer	

### 7.1.2. Resubmissions or Study Protocols for Modification:

RIHS ERC Code	
Study Protocol Submission Date	<mm/dd/yyyy>
Study Protocol Title	
Principal investigator/s	
Type of review	
Primary reviewer	

### 7.1.3. Study Protocols for Clarificatory Interview/Clarification:

RIHS ERC Code	
Study Protocol Submission Date	<mm/dd/yyyy>
Study Protocol Title	
Principal investigator/s	
Type of review	
Primary reviewer	

### 7.1.4. Study Protocol Amendment Application:

RIHS ERC Code	
Study Protocol Submission Date	<mm/dd/yyyy>
Amendment Submission Date	<mm/dd/yyyy>
Study Protocol Title	
Principal investigator/s	
Type of review	
Primary reviewers	

### 7.1.5. Continuing Review Applications/Progress Report:

RIHS ERC Code	
Study Protocol Submission Date	<mm/dd/yyyy>
Application Date	<mm/dd/yyyy>
Study Protocol Title	
Principal investigator/s	
Type of review	
Primary reviewers	

### 7.1.6. Final Reports:

RIHS ERC Code	
Study Protocol Submission Date	<mm/dd/yyyy>
Report Date	<mm/dd/yyyy>
Study Protocol Title	
Principal investigator/s	
Type of review	
Primary reviewers	

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### 7.1.7. SAE and SUSAR Reports:

RIHS ERC Code	
Study Protocol Approval Date	<mm/dd/yyyy>
Report Date	<mm/dd/yyyy> (Organize SAEs under one protocol by date)
Study Protocol Title	
Principal investigator/s	
Type of review	
Primary reviewers	

### 7.1.8. Site Visit Reports:

RIHS ERC Code	
Study Protocol Approval Date	<mm/dd/yyyy>
Site Visit Date	<mm/dd/yyyy>
Study Protocol Title	
Principal investigator/s	
Type of review	
Primary reviewers	

### 7.1.9. Study Protocol Non-Compliance (Deviation or Violation) Reports:

RIHS ERC Code	
Study Protocol Approval Date	<mm/dd/yyyy>
Report Date	<mm/dd/yyyy>
Study Protocol Title	
Principal investigator/s	
Type of review	
Primary reviewers	

### 7.1.10. Early Study Termination Applications:

RIHS ERC Code	
Study Protocol Approval Date	<mm/dd/yyyy>
Application Date	<mm/dd/yyyy>
Study Protocol Title	
Principal investigator	
Type of review	
Primary reviewers	

### 7.1.11. Queries or Complaints:

RIHS ERC Code	
Study Protocol Approval Date	<mm/dd/yyyy>
Report Date	<mm/dd/yyyy>
Study Protocol Title	
Principal investigator/s	
Type of review	
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**7.2. REPORT OF PROTOCOL SUBMISSIONS FOR EXPEDITED REVIEW AND  
FULL BOARD PROTOCOLS WITH MODIFICATION EXPEDITED AT THE  
LEVEL OF THE CHAIR**

**8. Other Matters:**

**9. Adjournment:**

<TITLE, NAME, SURNAME> and SIGNATURE  
Chair, RIHS ERC