## **IRB Meeting Call-off Procedures**

## **Each member must inform the IRB analyst of their team’s plan for meeting coverage with as much advance notice as possible so materials can be properly delivered. Members and alternates are responsible for forwarding protocol materials to their team member if they are unable to attend a meeting and had already been assigned protocols to review. Should the University close for severe weather or other emergencies, please phone the ORRP at 614-688-8457 for voice mail instructions regarding meeting cancellations.**