PHCIRB OPERATIONS AND POLICIES
FREQUENTLY ASKED QUESTIONS (FAQs)

Q  How frequently does the PHCIRB meet?
A  Monthly. Every 3rd Friday. End of year dates are adjusted to accommodate holiday schedules. See the 2021 IRB Meeting Schedule.

Q  What is the PHCIRB meeting set up?
A  Meetings are conducted in person and via Cisco WebEx. Members are granted access to review materials in advance of the meeting via the protocol tracking database.

Q  Is there a submission deadline?
A  Yes and No.

  Submissions for full committee review must be in the IRB inbox 3 weeks prior to the next meeting.
  Submissions not requiring full committee review have no deadline and can be submitted at any time.

Q  What are the composition, compliance, and registration details of the PHCIRB?
A  Details here.

Q  How is member conflict and voting handled?
A  See PHCIRB policy #6404.

Q  Has the PHCIRB ever been FDA audited and what were the results?
A  FDA audits were conducted in 2007, 2015, and 2017. Neither audit resulted in a 483.

Q  What are the investigator reporting responsibilities?
A  See PHCIRB policy # 6434.

Q  What is the research education training requirement and to whom does it apply?
A  See PHCIRB policy # 6423.

Q  Does the PHCIRB use a protocol tracking database?
A  Yes, it is called IRBNet. The IRBNet system is fully compliant with the technology requirements for Electronic Records per 21 CFR Part II, Section 11.10 – Controls for Closed Systems, and the technology requirements for Electronic Signatures per 21 CFR 11 Subpart C – Electronic Signatures.

Q  Do IRB fees apply?
A  Yes. Please see our IRB Fee Schedules document. IRB fees are for review services and are not contingent upon approval of submissions.