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.

Q  What are the 2018 meeting dates?
A  January 19th, February 16th, March 16th, April 20th, May 18th, June 15th, July 20th, August 17th, September 21st, October 19th, November 16th, and December 14th.

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

Submissions requiring 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 is the composition/membership expertise of the PHCIRB membership?
A  Transplant/Nephrology, Endocrinology, IRB Administration, Jurisprudence, Community Representation, Cardiovascular, Pharmacy, Pathology, Pulmonology, Chaplaincy, Cardiology, Nursing, Hematology/Oncology, and Gastroenterology/Transplant/Hepatology.

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 and 2015. Neither audit resulted in a 483.

Q  What is the PHCIRB Federalwide Assurance Number?
A  FWA00000662.

Q  What is the PHCIRB Registration Number?
A  IRB0000809.

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.