

HAC Policies and Procedures for HAC Members and OHRP Staff

Communication

How Does the HAC Administrative Office and OHRP Communicate to the HAC Members About Protocols, Amendments or Continuing Reviews that Were Approved Via the Expedited or Exempt Criteria?

Members are notified of protocols, amendments and continuations that were approved via the expedited or exempt criteria by the agenda and the minutes of the full committee meeting. The meeting agenda is sent to the members, advisors and OHRP staff via email prior to the meeting. For those members who do not have an email address or may experience outages, the agenda may be sent via Federal Express or hand-delivered as necessary. Hard copies of the agenda are distributed at each meeting.

After the meeting, the minutes are distributed via email. For those members who do not have an email address or may experience outages, the minutes may be sent via Federal Express or hand-delivered as necessary. Hard copies of the minutes are available if needed.

For additional information or guidance, please refer to the HAC Policies and Procedures for Investigators.