**Memorandum to IO**

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| **Memorandum to:** | Angela Spaulding, West Texas A&M University Research Compliance Officer |
| **From:** | Institutional Review Board of Human Subjects (IRB), Committee Chair |
| **Subject:** | Report of minutes |
| **Date:** | **[*insert date*]** |

This report summarizes the results of the IRB committee’s required review.

This report also meets the requirements of submission reports to the Institutional Official as a condition of this institution’s Review Board of Human Subjects. **This form may also be used for any by the IRB committee for any requested inspections by the IO, and, as needed, to address any public and/or employees complaints.**

**Pre-evaluation Checklist:**

\_\_\_\_\_All committee members have been provided access to the approved WTAMU IRB proposals and supporting information for review well as the IRB Committee review checklist.

\_\_\_\_\_ All committee members have been notified of the full board review and a quorum was met.

\_\_\_\_\_ All committee members have been notified of the program review.

\_\_\_\_\_No committeemember wishing to participate in any part of this evaluation has been excluded.

**Since the last review, the following changes have occurred in the institution’s program for human subjects.**

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1. **Description of the Nature and Extent of the Institution’s Adherence to the HHS 49 CFR 46.103**

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| Departures from the IRB Committee if appropriate. | |
| Select A or B: | |
| **[ ]** | 1. There were no departures during this reporting period. |
| **[ ]** | 1. The following departures have been reviewed and approved by the IRB: [*include reason for each departure*] |
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1. **Deficiencies in the Institution’s Review Board for Human Subjects Program**

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| Human Subjects Program Review Date(s): | |
| Select A or B: | |
| **[ ]** | 1. There were no deficiencies in the program during this reporting period. |
| **[ ]** | 1. The following deficiencies have been identified: [***describe each deficiency, identify each deficiency as either minor or significant, and provide a reasonable and specific plan and schedule for the correction of each deficiency, deficiencies may be recorded on a separate table and attached, the last page of this Program Review form.*** |
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1. **Deficiencies in the Institution’s Human Subject’s proposal review**

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| Audit Date(s): | |
| Select A or B: | |
| **[ ]** | 1. There were no deficiencies in the proposal reviews during this reporting period. |
| **[ ]** | 1. The following deficiencies have been identified: [***describe each deficiency, identify each deficiency as either minor or significant, and provide a reasonable and specific plan and schedule for the correction of each deficiency, deficiencies may be recorded on a separate table and attached, the last page of this Program Review form. The IRB committee has the authority to require Principal Investigators and research programs to meet the requirements outlined in the SOP No. 15.99.05.W1.11AR Institutional Review Board for Human Subjects – Post Approval Monitoring (PAM) procedure.*** |
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1. **Minority Views**

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| Select A or B: | |
| **[ ]** | 1. **No minority views were submitted or expressed.** |
| **[ ]** | 1. **The following minority views were expressed: [*insert minority views here or attach*]** |
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1. **Signatures** [*signatures of a majority of the IRB members*]

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| Names of IRB Members |  | Signatures |
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