



(Annexure 7)
Minutes of Meeting
 Chennai Fertility Centre and Research Institute

IHEC Ref. No. (For office use): _____

- i. Welcome note by the Member Secretary.
- ii. Introduction of Members.
- iii. Remarks by Chairperson.
- iv. Quorum requirement to be ensured.
- v. Confidentiality Agreement to be signed by Non-IHEC Members, if present.
- vi. Appointment of new / resignation by IHEC Members, if any.
- vii. Declaration of Conflict of Interest, if any, by the Members.

Items for discussion

1. Ratification of minutes of the meeting held on _____.
2. Ratification of amendment to IHEC SOP Version _____, if any.
3. Ratification of proposals reviewed in the expedited review meeting(s) held on _____ (Annexure I).
4. Ratification of proposals exempted from review (Annexure II).
5. Review of Serious Adverse Events (SAEs).
5. Projects for initial review:

Project No.

Date Received	Principal Investigator	Co-Investigators	Primary Reviewers
Title:			

6. Proposals for Continuing review:

Project No.

Date Received	Co-Investigators	Primary Reviewers	Co-Investigators
Title:			

7. Deviations / Violations

Project No.	Principal Investigator	Patient ID	No. of Deviations (D) / Violations (V) / Waivers (W)	Date of occurrence	Date of Deviations / Violence / Waivers submitted.
Title:					

8. Amendments:

Date Received	Principal Investigator	Co-Investigators	Primary Reviewers
Title:			
Discussion on:			

9. SAEs:

Proposal No.	Principal Investigator	No. of SAEs		Letter Date	Comments by the IC (SAEs)
		On site	Off site		

10. Study Closures:

Project No.

Date Received	Principal Investigator
Title:	
PI's letter dated:	

11. Notifications:

a. Payment of Participants

Project No.

Date Received	Principal Investigator
Proposal:	
Payment list of travel allowance given to patients – PI's letter dated:	

12. Any other matter will be discussed with the permission of the Chair.

Member Secretary
IHEC, CFC & RI.

Chairperson
IHEC, CFC & RI.