1. POLICY

The Oklahoma State University (OSU) Institutional Review Board (IRB) will allow guests to attend IRB meetings for educational purposes and to provide prospective members, faculty, staff, administrators, graduate students, and individuals from the community who are not affiliated with OSU (e.g., teachers, high school students, and others) the opportunity to learn about the functioning of the Board.

Specific Procedures

1.1 Guest attendance at an IRB meeting for educational purposes is for observation only and must be sponsored by a current IRB member, including alternate members, and authorized by the IRB Chair.

1.2 The guest’s sponsor (a primary member or alternate member) is required to submit a guest attendance request and signed guest non-disclosure agreement to the IRB Manager no later than 4:00 p.m. two business days prior to the next scheduled meeting date. The request must specify the purpose of the visit. The IRB Chair will make the decision concerning the request and notify the IRB Manager. The IRB Manager will notify both the guest and the sponsor of the decision.

1.3 Guests will be allowed to observe portions of the meeting that are deemed non-confidential. Guests may be asked to leave at any time.

1.4 Guests may not be in attendance during the deliberations relative to a study in which they serve as the principal investigator (PI), co-investigator, key personnel, or for which there may be any possible conflict of interest.

1.5 Guest attendance at an IRB meeting for any reason other than educational purposes must be authorized by the Institutional Official (IO). Requests should be made directly to the IO.

2. SCOPE

This procedure applies to all IRB members and individuals, or prospective guests, who wish to attend an OSU IRB meeting.

3. RESPONSIBILITY

The IRB Chair is responsible for approving guest requests to attend OSU IRB meetings for educational purposes.

The IRB Manager is responsible for collecting and processing requests and notifying the prospective guest and her or his sponsor of the IRB Chair’s decision regarding attendance.
The IO is responsible for approving guest requests to attend OSU IRB meetings for non-educational purposes.

IRB members are responsible for sponsoring guests requesting permission to attend OSU IRB meetings.

4. APPLICABLE REGULATIONS AND GUIDELINES

5. REFERENCES TO OTHER APPLICABLE SOPS

6. ATTACHMENTS

   FO 303-A   IRB Guest Attendance Request Form
   FO 303-B   IRB Guest Non-Disclosure Agreement

7. IMPLEMENTATION OF PROCEDURES

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<th>Task</th>
<th>Tool</th>
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| IRB Member/Alternate Member | Submit IRB Guest Attendance Request form and IRB Guest Non-Disclosure Form to IRB Manager | IRB Guest Attendance Request Form FO303-A  
IRB Guest Non-Disclosure Form FO 303-B |
| IRB Manager              | Receive IRB guest request and non-disclosure forms, verify completeness and transmit to IRB Chair for review and decision regarding approval | IRB Guest Attendance Request Form FO303-A  
IRB Guest Non-Disclosure Form FO 303-B |
| IRB Chair                | Review and make decision regarding approval of guest attendance requests | IRB Guest Attendance Request Form FO303-A  
IRB Guest Non-Disclosure Form FO 303-B |
| Institutional Official   | Review and make decision regarding approval of all guest attendance requests for non-educational purposes | IRB Guest Attendance Request Form FO303-A  
IRB Guest Non-Disclosure Form FO 303-B |
| IRB Manager              | Notify IRB guest and sponsor of attendance decision                  | IRB Guest Attendance Request Form FO303-A  
IRB Guest Non-Disclosure Form FO 303-B |
<table>
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<th>Guest Name</th>
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- [ ] Approved
- [ ] Denied

Signature of IRB Chair ___________________________ Date __________
IRB Guest Non-Disclosure Agreement

WHEREAS, _________________________________, (hereinafter referred to as “IRB Guest”), and Oklahoma State University, a public university with its principal place of business in Stillwater, OK (hereinafter referred to as “OSU”) wish to maintain the confidentiality of information shared as part of the activities of the OSU Institutional Review Board (IRB); and,

WHEREAS, unauthorized disclosure of any confidential information to any person or entity may cause irreparable harm to the parties;

NOW, THEREFORE, the parties agree as follows:

1. Guest attendance at the IRB meeting is for observation only. The Guest may be asked to leave the meeting for speaking out in violation of this agreement or if the Chair determines a need.

2. “Confidential Information” means any information not generally known to the public, whether recorded or conveyed in written, graphic, oral or physical form, including but not limited to scientific knowledge, know-how, processes, inventions, techniques, formulae, products, business operations, customer requirements, data, original copyrighted or copyrightable works, plans or other records, biological materials, and/or software.

3. Confidential Information does not include information which a party can demonstrate and document that:

   (a) was in his or her knowledge or possession prior to receiving the information from the other party; or,

   (b) was public knowledge or has become public knowledge through no fault of the party claiming that the information is not Confidential Information; or,

   (c) was independently developed without reference to the Confidential Information; or,

   (d) came into his or her possession through a third party who was not obligated to keep the information confidential.

4. The IRB Guest shall:

   (a) not disclose any Confidential Information obtained from the IRB to any person or entity without the prior written permission of OSU; and,

   (b) not take, copy, or retain any Confidential Information in any written, electronic, or physical form whatsoever without the written permission of OSU.

5. The laws of the State of Oklahoma and the United States of America shall govern this agreement.

6. This agreement shall terminate upon the mutual agreement of the IRB Guest and OSU, or at such time that the parties and their assigns no longer have any legal or equitable claim to any Confidential Information.
IN WITNESS WHEREOF, IRB Guest signifies his or her acceptance of these terms and conditions by their signature below:

Signature: _____________________________

Name: _______________________________

Date: ________________________________

Guest of: _____________________________