

# IBC Initial Study Cycle



## STEP 1: INTRODUCTORY CALL WITH US

- Overview of study and the site workup process, review of documents needed for IBC Review.
- Scheduling IBC meeting date, approx. 4 weeks from date of call.
- Provide information on the clinical study funding source and contact.

(45-60 MINS)



## STEP 2: FINALIZATION OF IBC MEETING PACKET

- CBS will work with the Site Contact to collect and finalize IBC Meeting Packet.
- Usually by email; alternatively calls or web conferences may be used.
- Note: CBS must receive all site documents 10 calendar days prior to the IBC meeting.



## STEP 3: IBC MEETING PACKET

- CBS provides IBC meeting packet on SharePoint for Committee Members to review, approximately one week prior to IBC meeting.



## STEP 4: DURING THE IBC MEETING

- CBS will take notes about committee recommendations.
- Will follow up with your site (if applicable) with any IBC recommendations or contingencies.



## STEP 5: DETERMINATION (APPROVAL) LETTER

- Emailed within 48 hours following meeting date (if no contingencies).
- You may begin work on the study once this letter is received.



## STEP 6: ANNUAL REVIEW

- Approximately 11 months after the IBC meeting, CBS will contact you to prepare an annual review meeting. Annual meetings will continue until the study closes at the site.



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