

(45-60 MINS)

STEP 1: INTRODUCTORY CALL

- Overview of study and the site workup process, review of documents needed for IBC Review
- Scheduling IBC meeting date, approximately 4 weeks from date of call



STEP 2: FINALIZATION OF IBC MEETING PACKET

- Sabai Associate Partner 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: Sabai must receive all site documents 10 calendar days prior to the IBC meeting



STEP 3: IBC MEETING PACKET

- Sabai IBC Services provides an IBC meeting packet via our online portal, MySabai, for Committee members to review approximately one week prior to the IBC meeting



STEP 4: DURING THE IBC MEETING

- Sabai Associate Partner will take notes about the Committee recommendations and/or stipulations
- Sabai Associate Partner will follow up with the Site (if applicable) with any IBC stipulations or contingencies



STEP 5: DETERMINATION (APPROVAL) LETTER

- Emailed within 48 hours following IBC meeting date (if no contingencies)
- The Site may begin work on the study once the approval letter is received



STEP 6: ANNUAL REVIEW

- Approximately 60 days prior to the study's expiration, you will receive an email from MySabai to submit the Annual Review Report
- Sabai Associate Partner will work to prepare for an annual review meeting. Annual meetings will continue until the study closes at the site

