

Guidelines for Virtual Appointments

Virtual appointment times are generally intended to provide short educational sessions and finishing touches to IRB protocols and requested revisions. The optimal time allotted for each virtual session is 15 minutes. ***To allow efficient scheduling, appointments must be requested two business days in advance.***

Before requesting a meeting, please do the following:

- Complete [CITI Training](#) in Human Subjects research. Investigators must have background in the history and regulatory basis for IRB review. We may ask for or check the status of your CITI Training.
- Review materials on the [Purdue HRPP/IRB website](#), [PERA Training website](#), and the [PERA Library](#) and [PERA Help Center](#) Resources.

If after reviewing all resources, you still have questions then you may request a meeting.

To ensure that you get the most value from your meeting:

- Come to your appointment with a proposed study fully drafted in [PERA](#) submission system. Provide the study number in your meeting request.
- Discuss the proposed study population, procedures, recruitment, consent process, methods of analysis, and any external collaborations with the principal investigator or an experienced colleague in the area of study before attending your virtual appointment.
- It is recommended that the PI attend the appointment whenever possible.