

**Research Integrity and Compliance Procedure for Appearances  
Before Institutional Compliance Committees  
(e.g., IRB, IACUC, IBC, COI, RSC, DCB, BSAC)**

Individuals who wish to attend a Research Integrity & Compliance Committee meeting to address the Committee prior to the Committee taking action on the agenda item, must notify the respective program manager at least one (1) business day (i.e., Monday-Friday, excluding legal holidays) in advance of the meeting either via telephone at 813-974-5638 or via email. The request should indicate the name of the Committee the individual wishes to address, the date of the meeting, and the agenda item he/she wishes to address.

Notification to address the Committee will be shared with the Committee Chairperson(s) or Vice Chairperson. As permitted by Section 286.0114 Florida Statutes, the Chair may decline to hear any matter that is determined to be unrelated to a specific agenda item or that is outside the Committee's jurisdiction, or because it is not practicable for a particular meeting.

The individual may address the Committee once he/she is recognized by the Chair to do so. There will be a five (5) minute time limit on each presentation/comment to the Committee. The total time allotted to an individual for comments before the Committee shall not exceed a cumulative time of fifteen (15) minutes unless approved by the Chair. Should the individual wish to provide handouts or other documentation (including but not limited to email, letters or memoranda, power point presentations, any form of media) for consideration by the committee, such documents should be submitted at least three business days prior to the meeting date.

In order to proceed with essential business of the Committee in an orderly and timely manner, any individual who disrupts a Committee meeting will be subject to appropriate action pursuant to law.