



January 16, 2026

**MEMORANDUM: Public Posting of IBC Meeting Minutes on an Institutional Website**

Dear Colleagues,

Since June 1, 2025, the NIH Office of Science Policy (OSP) has required all IBC meeting minutes to be posted online for public access. In December 2025, NIH OSP also began requiring all IBC registrations maintained in the NIH's IBC Registration Management System (IBC-RMS) to include the website where IBC meeting minutes are publicly posted. To facilitate these processes for our institutional clients, WCG has been posting meeting minutes to a dedicated WCG website and updating IBC registrations in IBC-RMS to include a link to that page.

The NIH OSP has since provided further guidance to WCG that institutions are required to post IBC meeting minutes themselves on an *institutional* website; linking to or relying on external repositories like WCG's does not meet the NIH requirement. Minutes must be posted following each IBC review meeting, after allowable redactions have been made.

**To satisfy this NIH directive, please provide WCG IBC Services with the website you will be using to publicly post IBC meeting minutes** via email to [IBCServices@wcgclinical.com](mailto:IBCServices@wcgclinical.com). Upon receipt, we will update your IBC registration in the IBC-RMS to include the website URL.

We realize that this may be challenging and take time to implement for many of our institutional partners. If WCG can be of any assistance in this matter, please contact us at the email address noted above.

We thank you for your ongoing collaboration and efforts to ensure clinical research is conducted safely and in line with all relevant requirements.

A handwritten signature in black ink, appearing to read 'Christopher Doyle'.

Christopher Doyle  
Sr. Director, WCG IBC Services