



## SOP: IRB Member Appointment

Document No.:	Edition No.:	Effective Date:	Page:
HRP-132	001	18 Sep 2013	Page 1 of 1

### 1. PURPOSE

- 1.1. This procedure establishes the process to add or renew an IRB member.
- 1.2. This procedure begins when a prospective IRB member is identified or a current member is designated for re-appointment.
- 1.3. This procedure ends when the member has been added or renewed and, if required, the IRB's registration has been updated.

### 2. POLICY

- 2.1. The [IRB Executive Chair] should normally be an IRB member who is a respected individual with knowledge of research ethics, regulations, guidance, and HRPP policies and procedures.
- 2.2. IRB chairs and vice-chairs:
  - 2.2.1. Discharge the [IRB Executive Chair]'s responsibilities when the [IRB Executive Chair] is unable to do so
  - 2.2.2. Discharge the responsibilities assigned by the [IRB Executive Chair]
  - 2.2.3. Assist in the operation of the IRB
- 2.3. IRB members are appointed for a three-year term unless otherwise specified.

### 3. RESPONSIBILITY

- 3.1. The [HRPP Administrator] ensures that these procedures are completed.

### 4. PROCEDURE

- 4.1. Confirm with the [IRB Executive Chair] whether the individual will be a regular IRB member, alternate IRB member, IRB chair, or IRB vice-chair.
- 4.2. Obtain a copy of the individual's résumé or curriculum vitae for review by the [IRB Executive Chair].
- 4.3. If prospective member meets appropriate criteria, have the [IRB Executive Chair] provide a recommendation for appointment to the [Organizational Official] for review and concurrence.
- 4.4. If not approved by the [Organizational Official] stop processing.
- 4.5. If the individual requires training, have the individual undergo training.
- 4.6. Upon successful completion or verification of training, appoint the IRB member, and update the IRB roster.
- 4.7. Obtain information from the individual to complete the roster.
- 4.8. Submit the [Organizational Official's] concurrence with the recommended appointment to the Provost for preparation of an appointment letter. The Provost will review and approve the appointment and notify the individual.
- 4.9. Have the individual sign the IRB Confidentiality Agreement if one is not already on file.
- 4.10. Use "WORKSHEET: IRB Composition (HRP-430)" to evaluate whether the IRB is appropriately constituted.
  - 4.10.1. Revise the membership roster as needed.
- 4.11. If the new member is a chair, update the IRB's registration at <http://ohrp.cit.nih.gov/efile/> within 90 days.

### 5. REFERENCES

- 5.1. 21 CFR §56.106 and §56.107
- 5.2. 45 CFR §46.107 and 45 CFR §46 Subpart E