

## Roles in the OHSU Research Integrity Office

Research Integrity Office

Mail code L106-RI

3181 S.W. Sam Jackson Park Road

Portland, Oregon 97239-3098

tel: 503 494-7887 | fax: 503 346-6808

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***We've recently received several requests to define the roles and responsibilities of various positions in our office. The following are abbreviated definitions that may help to guide your inquiries or requests. We welcome your questions and are here to help, so feel free to contact us! Current staff assignments can be viewed on our website at [http://www.ohsu.edu/xd/research/about/integrity/irb/board\\_information.cfm](http://www.ohsu.edu/xd/research/about/integrity/irb/board_information.cfm).***

### Board Operation Specialist (BOS)

The BOS directs document flow and answers general questions. A phone call to the main line (4-7887, option 1) will usually be answered by a BOS, who can answer questions about the eIRB system (including issuing new passwords); regulatory compliance issues such as Conflict of Interest in Research; and general questions about study status and receipt of documents. The BOS also "post-processes" study projects, which means uploading the final documents into the Official Documents bin. Contact the BOS if you notice an error in an approval stamp or if you have an urgent request for an approved form to be uploaded.

### Analyst

There are seven IRB analysts at OHSU. The analysts are responsible for the administrative review of studies submitted for IRB review. They ensure that submissions are complete and correct so that there is consistent and clear documentation, appropriate forms are included, and compliance regulatory requirements are met. They communicate with the researchers to remedy deficiencies and lack of clarity in the submitted application. Once an analyst determines an application to be complete and correct, the study will be forwarded for expedited review by a Chair or Full Board review by the IRB. If the board or Chair has requests or requirements, the analyst relays these back to the researchers. Analysts are knowledgeable about the federal regulatory requirements, state and local laws, institutional policies and provide the board or Chair with complete, correct and compliant projects.

### Board Members (Reviewers)

OHSU has four boards, with two board meetings each week. There are about 65 board members. Board members are primarily clinicians and researchers with scientific backgrounds, but every board also has non-scientist community members. Board members receive study materials about ten days before a meeting. Board members individually conduct a thorough review of the materials assigned and then present their review at the meeting to the rest of the board. Their job is to ensure that projects are scientifically and clinically appropriate, ethical, complete, and compliant with regulations.

### Chair and Co-Chairs

OHSU has one Chair and two Co-Chairs. The chairs direct board meetings, review and approve minimal-risk submissions, and ensure that the information being given to researchers after board review is correct and complete. Chairs are responsible for university-wide compliance with human subjects research regulations, laws, and policies. They attend meetings with researchers and other groups to help improve the IRB processes.