

MANAGEMENT OF THE IRB

SOP #:	202	VERSION #:	1	EFFECTIVE DATE:	05/01/09	SUPERSEDES DOCUMENT:	/ /
THIS POLICY PERTAINS TO:			IRB				
RESPONSIBILITY FOR EXECUTING POLICY:		ASSOCIATE VICE PRESIDENT FOR RESEARCH AND ECONOMIC DEVELOPMENT					
LAST REVIEWED ON:		/ /		RESULTS:	REVISED		
APPROVAL AUTHORITY:		Associate Vice President for Research and Economic Development					
APPROVED BY:					DATE:	04/29/09	

1. POLICY

The management of the membership of the IRB and oversight of member appointments, IRB related activities, communications, and other administrative details are the responsibility of the Research Development and Compliance office.

2. SPECIFIC POLICY

2.1 Appointments: All members of the IRB are appointed by the Vice President for Research and Economic Development following nomination by the IRB. The IRB may request a list of potential candidates from the University Senate Committee on Committees. The Vice President for Research and Economic Development, in exceptional circumstances, may appoint members to the IRB who have not been nominated by the IRB.

2.2 Terms of Office: All members of the IRB are appointed to terms of office consisting of three years, and appointment terms will be staggered. There is no limit on the number of succeeding terms that an IRB member may serve. Reappointment for additional terms may occur by mutual agreement of the IRB, IRB member, and the Vice President for Research and Economic Development. An appointment must be made by the Vice President for Research and Economic Development for each term.

2.3 Resignation and Removal: A member may resign before the conclusion of his/her term. The vacancy will be filled as quickly as possible. Members of the IRB may be removed from the IRB by the Vice President for Research and Economic Development upon recommendation of the IRB. Grounds for removal include failure to attend IRB meetings on a regular basis without reasonable cause, or inability to perform the functions of an IRB member. The IRB shall initiate removal action through passage of a motion to that effect by a two-thirds majority of the full IRB. The Chairperson of the IRB shall transmit the request for removal to the Vice President for Research and Economic Development along with a recommendation for a replacement.

2.4 Leave of Absence: Members of the IRB may request a leave of absence from their service on the IRB. A leave of absence may not be granted for a period of time greater than one consecutive year. The IRB member shall make a request to the IRB for a leave of absence in writing. If recommended by the IRB, the IRB Chairperson shall consult with the Vice President for Research and Economic Development and request that a temporary replacement be named. Temporary replacements may be nominated by the IRB but require appointment by the Vice President for Research and Economic Development.

2.5 Legal Liability of IRB Members: Members of the IRB are covered by the University's liability insurance policy, either as current members serving on the IRB or as past IRB members. Therefore, IRB members do not need to purchase their own liability insurance.

2.6 Compensation: Participation by the University of North Dakota faculty and staff as IRB members is considered a component of their job responsibilities as established by their supervisors. No compensation is offered to regular members who are not affiliated with the University of North Dakota.

2.7 Evaluation: IRB membership will be evaluated yearly to ensure committee composition meets with regulatory and organizational requirements. The performance of IRB members, the IRB Chairperson and the IRB Vice Chairperson will be evaluated annually through surveys or interviews. Evaluations for members will include measures of activity such as meeting attendance, level of participation, satisfactory completion of training requirements and knowledge of the Human Research Protection Program policies and procedures. Evaluations of the Chair(s) and Vice-Chair(s) performance will be based on personal interactions and evaluations by IRB members and IRB staff. Feedback from annual evaluations will be provided to IRB members, chairs, and staff via email, phone call, or in person.

3. RESPONSIBILITY

The IRB Coordinator is responsible for day-to-day management of the activities of the IRB members.

The IRB Chairperson or IRB Vice Chairperson is responsible for management of the activities of the IRB members relevant to meeting conduct and review of research.

4. PROCEDURES EMPLOYED TO IMPLEMENT THIS POLICY

Who	Task
<i>Vice President for Research and Economic Development</i>	In consultation with the IRB Chairperson and other appropriate parties, identify and appoint members of the UND faculty and staff and members of the local community to serve on the IRB.
<i>IRB Chairperson, IRB Coordinator</i>	Discuss the responsibilities and time commitment of IRB membership with the interested parties. If the individual is interested in becoming a member, the dates of all appropriate IRB meetings are given to the individual for consideration.
<i>Vice President for Research and Economic Development, IRB Secretary</i>	If the Vice President for Research and Economic Development concurs with the recommendation of the IRB Chairperson, a Letter of Appointment is sent out to the interested party, with copies to the RD&C office.
<i>IRB Secretary</i>	Send the new member the New Member Welcome Letter, along with all reference materials described in the letter. Notify the new member of the next meeting, sending a packet of agenda materials to review.

<p><i>IRB Coordinator</i></p>	<p>Notify OHRP of IRB Membership changes.</p> <p>Meet with the new member and review the role and responsibilities of being an IRB member, as well as the expectations of the position.</p> <p>Inform the member that he or she will not be assigned specific protocols to comment on until the IRB Chairperson designates that the new member is capable of doing reviews.</p> <p>Document that the new member completed required training. If the new member has not completed required training within 90 days, remind the member to do so. If the member does not complete required training within the next 30 days, notify the IRB Chairperson.</p>
<p><i>IRB Members</i></p>	<p>Read information in the New Member packet. Review designated educational materials.</p> <p>Attend the next meeting of the IRB in order to meet colleagues and observe the review process.</p> <p>Complete the IRB Educational Requirements within 90 days of appointment.</p> <p>Fill out the IRB Member Roster Fields form and return it to Research Development and Compliance.</p> <p>Provide the IRB Coordinator with a resume or curriculum vitae.</p>
<p><i>Associate Vice President for Research and Economic Development, IRB Coordinator</i></p>	<p>Evaluate IRB membership and IRB members to ensure that committee meets regulatory and organizational requirements.</p>