



TITLE: IRB Membership Addition

PURPOSE: Appoint a new IRB member

RESPONSIBILITIES: HSPP staff members
The Organizational Official appoints IRB members, alternate members, and IRB chairs, in consultation with the HSPP Director, Associate Vice President for Research Compliance and Policy, and IRB Chairs.

PROCEDURES:

HSPP Director recommends a potential member to the Organizational Official, indicating whether the individual will be a regular IRB member, alternate IRB member, or IRB chair. The IRB chair must be an Experienced IRB Member.

Once the new member has been selected:

- Follow procedures in 'Operations Manual' for IRB Member appointment
- Follow SOP-070: IRB Records.

MATERIALS:

- D602 - IRB Roster
- W202 - IRB Member Information
- T560 - IRB Member Appointment
- W308 - IRB Composition
- SOP-070: IRB Records
- Operations Manual

REFERENCES:

- 45 CFR §46.107, 45 CFR §46.103(b)(3), 45 CFR §46.115(a)(5); 45 CFR 46 Subpart E
- 21 CFR §56.107, 21 CFR §56.115(a)(5).
- 45 CFR 46, OHRP Frequently Asked Questions (FAQs) on IRB Registrations: <http://www.hhs.gov/ohrp/IRBfaq.html>
- UA Department Sponsored Visitor Policy: <http://uits.arizona.edu/services/dsv?id=809>

REVIEW/REVISIONS: From 10/01/2010 version: Revised procedures to refer to Operations Manual; Clarified responsibilities; Removed reference to VA.

From 01/2014 version: Renumbered from P&P-082; Reference to P&P-070 revised to SOP-070 to reflect new numbering system.