

## **SOP: IRB Membership Removal**

### **1 PURPOSE**

- 1.1 This procedure establishes the process to remove an IRB member.
- 1.2 The process begins when an IRB member resigns or is removed from one or more IRBs. This procedure applies if an individual is a member of more than one IRB and is being removed from some but not all IRBs.
- 1.3 The process ends when the IRB registration is updated.

### **2 REVISIONS FROM PREVIOUS VERSION**

- 2.1 None

### **3 POLICY**

- 3.1 The Institutional Official/ Organizational Official (IO/OO) or designee may remove IRB members, alternate members, IRB chairs, and if used, other officers (e.g., vice chairs) with consultation from the IRB manager and IRB chair(s).
- 3.2 IRB rosters are maintained using HRP-601 - DATABASE - IRB Roster.

### **4 RESPONSIBILITIES**

- 4.1 IRB staff members carry out these procedures.

### **5 PROCEDURE**

- 5.1 Remove the individual from HRP-601 - DATABASE - IRB Roster.
- 5.2 Complete HRP-304 - WORKSHEET - IRB Composition to ensure that the IRB is appropriately constituted.
  - 5.2.1 If not, identify one or more replacement members and follow HRP-082 - SOP - IRB Membership Addition.
- 5.3 Prepare HRP-561 - LETTER - IRB Member Thank You, have it signed by the IO/OO or designee and send to the individual.
- 5.4 Update the registration of all affected IRBs.<sup>i</sup>
- 5.5 File:
  - 5.5.1 HRP-601 - DATABASE - IRB Roster.
  - 5.5.2 HRP-561 - LETTER - IRB Member Thank You.
- 5.6 Remove individual's "Committee Member" role in the system.
  - 5.6.1 If applicable, update the "Update Eligible Designated Reviewers" activity

### **6 MATERIALS**

- 6.1 HRP-082 - SOP - IRB Membership Addition
- 6.2 HRP-304 - WORKSHEET - IRB Composition
- 6.3 HRP-561 - LETTER - IRB Member Thank You
- 6.4 HRP-601 - DATABASE - IRB Roster

### **7 REFERENCES**

- 7.1 45 CFR §46.107, 45 CFR §46.103(b)(3), 45 CFR §46.115(a)(5)
- 7.2 21 CFR §56.107, 21 CFR §56.115(a)(5)
- 7.3 AAHRPP elements II.1.A, II.1.C

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<sup>i</sup> See <http://www.hhs.gov/ohrp/assurances/>. Use the Web site: <http://ohrp.cit.nih.gov/efile/>.