



IRB Standard Operating Procedure

SOP 3	Title of SOP Member Responsibilities	Effective Date 1/1/2023
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PURPOSE

To define the responsibilities of the IRB members.

DEFINITIONS

Institutional Official (IO). The IO (often represented by a neutral university employee or administrator) is responsible for ensuring mentors, faculty, and staff adhere to university policies involving human research protections, resolving conflict of interest, and addressing compliance concerns arising within active IRBs.

IRB Chair. The Chair is responsible for managing the IRB application process and for all IRB Board meetings. The Chair is the liaison between the Board and the Dissertation Chair/Student Researcher, communicating with the Dissertation Chair regarding all feedback provided from IRB Committee members. The

IRB Vice Chair. The Vice Chair is responsible for assisting the Chair in any duty or responsibility assigned by the Chair and will assume the duties of the Chair should the Chair be unable to fulfill those duties or responsibilities.

IRB Reviewers or IRB Members. IRB reviewers/members serve on the IRB committee and review all applicational for research for ethical concerns.

Researcher, Primary Investigator, Learners/Student. The researcher is the student or faculty member who is conducting the research study.

POLICY

Institutional Official (IO). The IO shall remain a neutral nonvoting monitor of activities, including important IRB meetings (by invitation only), documentation, registrations, and compliance concerns. The IO also reviews annual IRB reports and collaboratively works with the University, IRB, and departments to meet the needs of emerging researchers and faculty engaging in research projects. The IO resolves conflicts of interest (financial and otherwise) as they emerge.

The IO acts only as a monitor and agent of improvement; they do not participate in evaluations, IRB committee meetings, and most events unless invited for a specific purpose. In general, IOs utilize standard documentation such as Regulatory Binders, applications/rubrics, and other commonplace IRB documentation.

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IRB Chair. The IRB shall conduct the monthly standard meeting of the IRB Committee and any other meetings of the committee. The IRB Chair shall initially review all submissions to the Institutional Review Board for exempt status. If the submitted application is not an exempt (i.e., non-exempt) status application, the Chair will assign secondary reviews to Members of the Board for submissions. The Chair will manage the process and flow for IRB submission from all Colleges, assuring that all reviews are processed in accordance with the University's policy and the various SOPs of the Institutional Review Board. Additionally, the Chair will from time-to-time, prepare and conduct training dealing with research protocols for the University.

IRB Vice Chair. The Vice Chair, shall assist the Chair in all aspects of the Chair's position as needed and will fulfill the role of the Chair, should the Chair not be available.

IRB Reviewers or IRB Members. Members of the IRB shall review all applications assigned to them by the Chair or Vice Chair. They shall in all cases attempt to return with feedback, all applications, within ten (10) business days to the Chair for dissemination to the researcher. Members are expected to attend the monthly board meeting and all other meetings called by Chair or Vice Chair. Members are also expected to maintain their CITI Training Certification (or any other IRB type certification the University approves) and participate in all additional training set by the Chair or University.

Researcher, Primary Investigator, Learners/Student. The researcher shall submit a complete IRB application with any and all supplemental materials (e.g., site permissions, permission to use data gathering tools, etc.). The researcher shall be available to answer any questions posed by the Board and if needed present themselves at the monthly meeting of the IRB Board.

REGULATIONS

Text

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Title/Role
Brett Gordon	IO IRB Chair

DISCLAIMER

The University reserves the right to modify or amend sections of this IRB SOP at any time at its sole discretion. This IRB SOP remains in effect until such time as a suitable Institutional Official or IRB Member requests review or exception to this SOP.