

	SOP: IRB Membership Removal		
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1 PURPOSE

- 1.1 This SOP 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 Revised from the 5/30/2017 version.

3 SOP Statement

- 3.1 The Institutional Official or designee may remove IRB members, alternate members, IRB chairs, and if used, other officers (e.g., vice chairs) with consultation from the HRPP director and IRB chair(s).
- 3.2 IRB rosters are maintained using the IRB Roster Sheet

4 RESPONSIBILITIES

- 4.1 HRPP staff members carry out these procedures.

5 PROCEDURE

- 5.1 Remove the individual from IRB Roster Sheet.
- 5.2 Use HRP-304 - WORKSHEET - IRB Composition to ensure that the IRB is appropriately constituted.
 - 5.2.1 Revise membership as needed.
- 5.3 Notify the IRB member.
- 5.4 Update the registration of all affected IRBs within 90 days¹.
- 5.5 File:
 - 5.5.1 IRB Roster Sheet
 - 5.5.2 Send correspondence notifying IRB member.
- 5.6 Remove individual's IRB Committee Reviewer role in the system.
 - 5.6.1 If applicable, remove the Expedited Reviewer role in the system, also.

6 MATERIALS

- 6.1 IRB Roster Sheet
- 6.2 HRP-304 - WORKSHEET - IRB Composition

7 REFERENCES

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

¹ See <http://www.hhs.gov/ohrp/assurances/>. Use the Web site: <http://ohrp.cit.nih.gov/efile/>.