

Oklahoma State University Institutional Review Board Standard Operating Procedures

Management of the IRB

SOP #	OR 202
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1. POLICY

Under the direction of the Oklahoma State University (OSU) Institutional Official (IO), administration of Institutional Review Board (IRB) membership and oversight of appointments are the responsibility of the Office of University Research Compliance (URC).

Specific Procedures

For purposes of this standard operating procedure (SOP), the term “members” refers to primary IRB members and alternate IRB members. See SOP # OR-201 for additional information about these membership roles.

1.1 Appointments

1.1.1 The IO has the authority to appoint IRB members. Members will be recruited from OSU and the local community. Members will be selected in accordance with the criteria and procedures set forth in SOP #OR-201. The IO may seek input on IRB appointments from the associate dean for research for the appropriate college, the IRB Chair, the IRB manager, and the Alternate Institutional Official (AIO). Furthermore, the IO or her or his designee, will seek the concurrence of the prospective member and the prospective member’s department head. Shorter terms of service (< 3 years) may be made by mutual agreement between the IO, the IRB Chair, the IRB Manager, the IRB member, and her or his department head. Each appointment may be re-evaluated after one year by the IRB Chair, IRB Manager and the member to determine if the level of commitment remains a good match for both the member and the IRB.

1.1.2 Newly appointed members will receive an official appointment letter stating the term of their appointment and outlining the basic duties of a primary or alternate IRB member, as appropriate. An IRB Non-Disclosure Agreement form will be included for signature by the newly appointed member. An information packet will also be included in adherence of SOP # GA 102.

1.2 Terms of Office

1.2.1 Members, including the Chair, will serve on the IRB for a term of three (3) years. Reappointment for additional terms may occur by mutual agreement of the IRB member, her or his department head when appropriate, the IRB Manager, the IRB Chair, and the IO or her or his designee.

1.2.2 One primary IRB member who is a member of the OSU faculty will be designated as the IRB Chair by the IO. Another primary IRB member who is a member of the OSU faculty will be designated as the IRB Vice Chair by the IO. The Chair and Vice Chair will have served as primary members of an IRB and must understand all functions, policies, and procedures of the OSU IRB. The Chair will serve as the official representative of the IRB, and will chair IRB meetings. The Vice Chair will assist the Chair as needed and in the absence of the Chair, the Vice Chair will perform the duties of the Chair, including chairing IRB meetings.

1.3 Resignation and Removal

Members may resign before the conclusion of their terms. Vacancies will be filled according to the needs of the IRB (e.g., area of expertise). When unexpected vacancies occur, an alternate member may be selected to fill the vacancy. A member, including the Chair or Vice Chair, who is not fulfilling her or his IRB responsibilities will be dismissed from the IRB by the IO.

1.4 Compensation

Participation by OSU faculty, staff, and students in OSU's human subjects protection program is considered a component of their job and/or service responsibility, as established by their respective supervisor, mentor, and service obligation. Primary members who are not affiliated with OSU shall receive parking passes, and reimbursement for parking and other miscellaneous expenses upon request. In certain circumstances, the Chair may be compensated.

1.5 Liability Insurance

Members of the OSU IRB are covered by the Oklahoma Governmental Tort Claims Act for tort liability connected with their participation in official University business as long as they remain within the scope of their duties as an IRB member.

2. SCOPE

This policy and procedures applies to the members of the IRB.

3. RESPONSIBILITY

The IO and the AIO are responsible for ensuring that the IRB has adequate resources to identify and recruit qualified prospective members.

The IRB Manager is responsible for managing the day-to-day activities of the human research protection program, including corroborating that the IRB is duly constituted in accordance with federal regulations and OSU policy.

4. APPLICABLE REGULATIONS AND GUIDELINES

45 CFR 46.107

5. REFERENCES TO OTHER APPLICABLE SOPs

This SOP affects all other SOPs.

6. ATTACHMENTS

None

7. IMPLEMENTATION OF PROCEDURES

Who	Task	Tool
Institutional Official	In consultation with the Associate Dean for Research for the appropriate college, the IRB Chair, the IRB Manager, the AIO (i.e. Assistant Vice President for Research Compliance), and other appropriate parties, identify and appoint members of the OSU faculty, OSU staff, and local community to serve on the IRB.	
	Appoint IRB Chair and Vice Chair	
	Remove IRB members, including Chair and Vice Chair, when appropriate.	
IRB Manager IRB Coordinator IRB Chair Assistant V.P. - URC	Following established criteria, assist in recruitment of new members or replacement members for those who resign or otherwise leave IRB service.	
IRB Manager IRB Coordinator	Prepare and send appointment letters, non-disclosure agreement and information packets to new IRB members.	
	Communicate with IRB members regarding IRB related activities and administrative details.	