TITLE: IRB Members Policy
SOP NUMBER: IRB-103
REVISION NUMBER: 1.0
APPROVED DATE: 3/11/2026

A. Purpose

This policy establishes the composition, management, and responsibilities of the Oklahoma State University (OSU) Institutional Review Board (IRB) in accordance with the Federal Policy for the Protection of Human Subjects (45 CFR 46, the Common Rule), applicable state law, and institutional requirements. The IRB is responsible for safeguarding the rights and welfare of human subjects involved in research conducted under the auspices of OSU.

B. Scope

The IRB operates under the authority of the Institutional Official (IO). Administrative oversight of the IRB and the Human Research Protection Program is delegated to the Office of University Research Compliance (URC).

C. References

45 CFR 46 (Common Rule)
45 CFR 46.103
45 CFR 46.107
45 CFR 46.115
OHRP IRB Guidebook
NIH NOTICE: OD-00-039 Required Education in the Protection of Human Research Participants
OSU Policy 4-0115 - Policy for the Protection of Human Subjects in Research
Belmont Report

D. IRB Composition

The IRB will consist of no fewer than five voting members with varying backgrounds to promote complete and adequate review of research activities commonly conducted at OSU. Membership will be sufficiently qualified through experience and expertise and will reflect diversity of profession, discipline, race, ethnicity, cultural background, gender, and sensitivity to community attitudes.

The IRB will include:
• At least one member whose primary concerns are in scientific areas.
• At least one member whose primary concerns are in nonscientific areas.

• At least one member who is not otherwise affiliated with OSU and who is not an immediate family member of an OSU affiliate.

The IRB will not consist entirely of members of one profession or of one gender. When research involves vulnerable populations, the IRB will include or consult individuals knowledgeable about and experienced with those populations.

E. IRB Chair and Vice Chair

The Chair and Vice Chair are appointed by the Institutional Official from among experienced IRB members who are OSU faculty. The Chair presides over convened meetings, ensures regulatory compliance, and may take appropriate actions to protect human subjects, including suspension of research when necessary. The Vice Chair assists the Chair and assumes Chair responsibilities when the Chair is unavailable or conflicted.

F. Primary Members, Alternate Members, and Consultants

Primary IRB members are expected to participate regularly in convened meetings, review assigned protocols thoroughly in advance, be prepared to engage in deliberations, and cast informed votes to support quorum and ensure a comprehensive regulatory review.

Alternate members may be appointed and may serve as voting members when designated to substitute for an absent primary member. Although alternate members are not required to attend every meeting, they are encouraged to attend.

Consultants with specialized expertise may be invited to assist the IRB but may not vote or count toward quorum.

G. Duties of IRB Members

All IRB members are responsible for:

• Reviewing research in accordance with ethical principles, regulatory criteria, and institutional policy;
• Assessing risks and benefits to research subjects;
• Participating in convened meetings and serving as reviewers when assigned;
• Maintaining confidentiality and managing conflicts of interest;
• Completing required training and continuing education.

Members serve OSU as a whole and must act independently of departmental or personal interests. Participation by OSU-affiliated members is considered part of institutional service.

H. Appointment and Terms

IRB members are appointed by the Institutional Official. Student members will be requested to serve a 1-year term and may be reappointed by mutual agreement. All other members typically serve three-year terms and may be reappointed by mutual agreement. Appointments may be reevaluated periodically to ensure continued suitability and commitment.

- *Attendance:* Each IRB member is required to attend at least one convened IRB meeting per semester, based on a rolling twelve-month period. For example, one meeting in the spring and one in the fall. Primary members are expected to make every effort to attend all meetings in order to maintain quorum. If a faculty member has a scheduling conflict due to teaching responsibilities, please contact the IRB Office to discuss possible accommodations.

- *Review Completion:* Members assigned as designated reviewers must adhere to the established deadlines for submitting their review findings. This is essential for the efficient and compliant review of IRB protocols. IRB Members should anticipate if there will be difficulty meeting a review deadline and notify the IRB Office as soon as possible to arrange for an extension or reassignment of the review. If the review is not completed by the due date, 2 reminders will automatically be provided to the reviewer from the IRB system. Once those have been provided, the IRB Office will follow up with the reviewer. Repeated missed deadlines for designated member review without prior communication and a valid reason will be evaluated for non-compliance and may potentially result in member dismissal from the committee.

I. Training

The IRB Chair and IRB Manager establish the educational and training requirements for IRB members and URC staff who review research involving human subjects conducted by agents of OSU, as well as those who perform related administrative duties. Initial and ongoing training is provided and documented by OSU through the Collaborative Institutional Training Initiative (CITI) and overseen by the IRB Manager or designee. Training is to be completed through CITI every 3 years. Training and continuing education shall be documented in the members' files and staff personnel records. Committee members will receive automated reminders from the CITI system and supplemental notifications from the IRB Manager or designee prior to training expiration to ensure timely recertification. Failure to maintain valid CITI training may result in member dismissal from the committee as training is a federal requirement.

J. Records, Registration, and Administration

The IRB Manager is responsible for day-to-day administration of the IRB, maintaining IRB records and rosters, supporting IRB review processes, and ensuring regulatory

compliance. The IRB Coordinator supports administrative functions and may serve as an alternate member. The IRB Office maintains the IRB roster and ensures timely updates to the Office for Human Research Protections (OHRP) registration in accordance with federal requirements.

K. Policy Review

This policy will be reviewed every three years, and updated as necessary, by the IRB to ensure its effectiveness and relevance.

REVISION HISTORY

Date	Revision Number	Description of Change
2/19/2026	1	• Removed reference to annual reviews for training documentation, as training renewals are monitored and completed upon approaching expiration. • Changed document from SOP to Policy to clarify scope and applicability. • Minor formatting updates and wording updates. • Removed references to IO/AIO details. • Streamlined to remove step-by-step instructions; reorganized into broader categories appropriate for a policy rather than SOP. • Eliminated operational instructions; policy focuses on high-level requirements. • This policy supersedes prior IRB SOP OR 201, OR 202, and OR 203. • Add policy will be reviewed every 3 years • Add requirements for attendance and review completion