

 INSTITUTIONAL REVIEW BOARD ADMINISTRATION	OIA-082 SOP: IRB Membership Addition				
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1 PURPOSE

- 1.1 This procedure establishes the process to add a new IRB member.
- 1.2 The process begins when the institutional official or designee has appointed a new IRB member to an IRB. (This may be a completely new IRB member, or the re-assignment of a current member to another IRB.)
- 1.3 The process ends when the IRB registration is updated with Office for Human Research Protections (OHRP).

2 REVISIONS FROM PREVIOUS VERSION

- 2.1 Updated procedures to align with OHRP requirements for updating IRB Organization (IORG) and FWA.

3 REQUIREMENTS

- 3.1 IRB rosters are maintained using the *OIA-601 DATABASE: IRB Roster*, or equivalent.
- 3.2 IRB members must complete new member training before being assigned to conduct any reviews.
- 3.3 Section 1 of *OIA-344 WORKSHEET: IRB Member Addition*, or equivalent does not apply when a current IRB member is joining a different IRB.
- 3.4 If a new member decides at any point to discontinue the addition process, any replacement appointed to serve on the IRB must start from Step 5.1.
- 3.5 IRB members, alternate members, IRB chairs, and if applicable, other officers (e.g., vice chairs), serve at-will and may resign their membership at any time. The length of IRB member terms is set and terms are renewable in accordance with UCSD PPM 100-5.

4 RESPONSIBILITIES

- 4.1 OIA staff members carry out these procedures.
- 4.2 The institutional official or designee appoints IRB members, alternate members, IRB chairs, and if applicable, other officers (e.g., vice chairs).

5 PROCEDURE

- 5.1 Determine from the institutional official or designee whether the individual will be a regular IRB member, alternate IRB member, IRB chair, or IRB vice chair.
- 5.2 Complete the tasks in *OIA-344 WORKSHEET: IRB Member Addition*, or equivalent.
- 5.3 Complete *OIA-304 WORKSHEET: IRB Composition*, or equivalent, and revise the membership as needed to ensure that the IRB is appropriately constituted.
- 5.4 If the IRB member will serve as an IRB chair, add the IRB member on the IORG within 90 days of the appointment.¹

6 MATERIALS

- 6.1 *OIA-001 SOP: Definitions*
- 6.2 *OIA-304 WORKSHEET: IRB Composition*
- 6.3 *OIA-344 WORKSHEET: IRB Membership Addition*
- 6.4 *OIA-601 DATABASE: IRB Roster*

7 REFERENCES

- 7.1 [45 CFR 46.107](#), [45 CFR 46.108\(a\)\(2\)](#), [45 CFR 46.115\(a\)\(5\)](#)
- 7.2 [21 CFR 56.107](#), [21 CFR 56.115\(a\)\(5\)](#)
- 7.3 [UCSD PPM 100-5](#)

¹ See <http://www.hhs.gov/ohrp/assurances/>. File via electronic submission system at Web site: <http://ohrp.cit.nih.gov/efile/>.