

 <b>UC San Diego</b> INSTITUTIONAL REVIEW BOARD ADMINISTRATION	<b>OIA-083 SOP: IRB Membership Removal</b>				
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## 1 PURPOSE

- 1.1 This procedure 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 also 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 None

## 3 REQUIREMENTS

- 3.1 The institutional official or designee may remove IRB members, alternate members, IRB chairs, and if applicable, other officers (e.g., vice chairs), generally with consultation from the Office of IRB Administration (OIA) director and/or assistant director and IRB chair(s).
- 3.2 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.
- 3.3 IRB rosters are maintained using the *OIA-601 DATABASE: IRB Roster*, or equivalent.

## 4 RESPONSIBILITIES

- 4.1 OIA staff members carry out these procedures.

## 5 PROCEDURE

- 5.1 Update *OIA-601 DATABASE: IRB Roster*, or equivalent:
  - 5.1.1 Delete the member's information, and save as a new file. The new file name should indicate the date of the update, and the document itself should record the date of the update.
- 5.2 Complete *OIA-304 WORKSHEET: IRB Composition*, or equivalent, to ensure that the IRB is appropriately constituted.
  - 5.2.1 If not, identify one or more replacement members and follow *OIA-082 SOP: IRB Membership Addition*.
- 5.3 Prepare *OIA-561 TEMPLATE LETTER: IRB Member Thank You*, or equivalent, obtain signature of the institutional official or designee, and send to the member being removed from the IRB.
- 5.4 Update the registration of all affected IRBs.<sup>1</sup>
- 5.5 File:
  - 5.5.1 Old and new copies of *OIA-601 DATABASE: IRB Roster*, or equivalent.
  - 5.5.2 Signed *OIA-561 TEMPLATE LETTER: IRB Member Thank You*, or equivalent.

## 6 MATERIALS

- 6.1 *OIA-001 SOP: Definitions*
- 6.2 *OIA-082 SOP: IRB Membership Addition*
- 6.3 *OIA-304 WORKSHEET: IRB Composition*
- 6.4 *OIA-561 TEMPLATE LETTER: IRB Member Thank You*
- 6.5 *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](#)

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