	<b>OIA-344 WORKSHEET: IRB Membership Addition</b>	
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The purpose of this worksheet is to provide support for Office of IRB Administration (OIA) staff onboarding a new IRB member. This worksheet, or equivalent, must be used. It does not need to be completed or retained.

<b>IRB</b>	<input type="checkbox"/> IRB A <input type="checkbox"/> IRB D	<input type="checkbox"/> IRB B <input type="checkbox"/> IRB O/P	<input type="checkbox"/> IRB C <input type="checkbox"/> IRB S
<b>Name of Person Completing Worksheet</b>			
<b>Name of Member to be Added</b>			
<b>Date Completed</b>			

**1 Prior to Appointment:<sup>1</sup>**

<input type="checkbox"/> <b>Done</b>	Provide new IRB member with a copy of the IRB member agreement or equivalent. Date provided:
<input type="checkbox"/> <b>Done</b>	Obtain the new IRB member's resume or curriculum vita. Date obtained:
<input type="checkbox"/> <b>Done</b>	Schedule new IRB member to observe a meeting with the IRB on which they will serve. <sup>2</sup> Date of planned meeting:
<input type="checkbox"/> <b>Done</b>	Obtain the new IRB member's completed <i>OIA-202 FORM: IRB Member Information</i> , or equivalent Date obtained:

**Tasks Prior to Meeting Observation, After Above Items.<sup>3</sup>**

<input type="checkbox"/> <b>Done</b>	Obtain signed IRB guest confidentiality agreement, or equivalent. Date obtained:
<input type="checkbox"/> <b>Done</b>	Provide the chair of the relevant IRB with: Resume or curriculum vita Completed <i>OIA-202 FORM: IRB Member Information</i> , or equivalent Planned attendance date

**Tasks Post Meeting Observation:<sup>4</sup>**

	Date of meeting observed:
<input type="checkbox"/> <b>Done</b>	Schedule the individual for new IRB member training. <sup>5</sup> Planned date: Completed date:
<input type="checkbox"/> <b>Done</b>	Obtain executed <i>OIA-540 TEMPLATE AGREEMENT: IRB Member Agreement</i> .
<input type="checkbox"/> <b>Done</b>	Assign the new member to complete required Collaborative Institutional Training Initiative (CITI) training. Expiration Date:
<input type="checkbox"/> <b>Done</b> <input type="checkbox"/> <b>N/A</b>	For members who do not have access to electronic submission system (e.g., unaffiliated members): <input type="checkbox"/> Request a business systems account from IT <input type="checkbox"/> Confirm member has access.
<input type="checkbox"/> <b>Done</b>	Update the electronic submission system to add the member to their new committee. Assign a start and end date based on the term of appointment and indicate whether they are voting or not.

**2 Appointment Tasks:**

<input type="checkbox"/> <b>Done</b>	Prepare <i>OIA-560 TEMPLATE LETTER: IRB Member Appointment</i> , or equivalent, for the new IRB member or <i>OIA-563 TEMPLATE LETTER: IRB Chair and Vice Chair Appointment</i> , or equivalent, for a new chair or vice chair.
<input type="checkbox"/> <b>Done</b> <input type="checkbox"/> <b>Done</b> <input type="checkbox"/> <b>Done</b> <input type="checkbox"/> <b>Done</b> <input type="checkbox"/> <b>Done</b>	Provide to the <u>institutional official</u> : Prepared <i>OIA-560 TEMPLATE LETTER: IRB Member Appointment</i> , or equivalent, or <i>OIA-563 TEMPLATE LETTER: IRB Chair and Vice Chair Appointment</i> , or equivalent. Completed <i>OIA-202 FORM: IRB Member Information</i> , or equivalent Resume or curriculum vita. Executed <i>OIA-540 TEMPLATE AGREEMENT: IRB Member Agreement</i> , or equivalent.
<input type="checkbox"/> <b>Done</b>	Send the signed <i>OIA-560 TEMPLATE LETTER: IRB Member Appointment</i> , or equivalent, to the new IRB member, or <i>OIA-</i>


<sup>1</sup> This section does not need to be completed when a current IRB member is joining a different IRB or changing their IRB role (e.g., moving from member to vice chair).

<sup>2</sup> If a member will serve on a new IRB that is being established, they may observe a meeting of another IRB instead.

<sup>3</sup> This section does not need to be completed when a current IRB member is joining a different IRB or changing their IRB role (e.g., moving from member to vice chair).

<sup>4</sup> This section does not need to be completed when a current IRB member is joining a different IRB or changing their IRB role (e.g., moving from member to vice chair).

<sup>5</sup> Training may be conducted in person or by teleconference.

 <b>INSTITUTIONAL REVIEW BOARD ADMINISTRATION</b>	<b>OIA-344 WORKSHEET: IRB Membership Addition</b>	
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563 *TEMPLATE LETTER: IRB Chair and Vice Chair Appointment*, or equivalent, to the new chair or vice chair and cc all individuals listed.

**3 Post Appointment Tasks:**

<input type="checkbox"/> Done	Update the registration(s) of all affected IRBs. <sup>6</sup> Update <i>OIA-601 DATABASE: IRB Roster</i> , or equivalent. (Set start and end dates; update the new member, chair or vice chair information; complete all other columns; then "save as" with updated file name reflecting date updated.)
<input type="checkbox"/> Done	
<input type="checkbox"/> Done	File: Resume or curriculum vita. <sup>7</sup> Executed <i>OIA-540 TEMPLATE AGREEMENT: IRB Member Agreement</i> , or equivalent. <sup>8</sup> Completed <i>OIA-202 FORM: IRB Member Information</i> , or equivalent. <sup>9</sup> Signed <i>OIA-560 TEMPLATE LETTER: IRB Member Appointment</i> , or equivalent, or <i>OIA-563 TEMPLATE LETTER: IRB Chair and Vice Chair Appointment</i> , or equivalent. Old and new <i>OIA-601 DATABASE: IRB Roster</i> , or equivalent.
<input type="checkbox"/> Done	
<input type="checkbox"/> Done	
<input type="checkbox"/> Done	
<input type="checkbox"/> Done	
<input type="checkbox"/> Done	
<input type="checkbox"/> Done	Notify the following when the individual has been accepted as a new member and completed all requirements: OIA staff The IRB chair, unless appointment is for a new chair
<input type="checkbox"/> Done	

<sup>6</sup> See <http://www.hhs.gov/ohrp/assurances/>. File via electronic submission system at Web site: <http://ohrp.cit.nih.gov/efile/>.

<sup>7</sup> This task does not need to be completed when a current IRB member is joining a different IRB or changing their IRB role (e.g. moving from member to vice chair) unless the member has provided an updated resume or CV.

<sup>8</sup> This task does not need to be completed when a current IRB member is joining a different IRB or changing their IRB role (e.g. moving from member to vice chair) unless the agreement has changed since last signed by the member.

<sup>9</sup> This task does not need to be completed when a current IRB member is joining a different IRB or changing their IRB role (e.g. moving from member to vice chair) unless the member has provided an updated *OIA-202 FORM: IRB Member Information*, or equivalent.