



Number:	Date:	Author:	Approved By:	Page(s):
UGAHRP-082-1	05/26/2021	HSO	HRPP Policy Committee	Page 1 of 3

1. PURPOSE

- 1.1. The purpose of this policy is to establish the process to add a new Institutional Review Board (IRB) member to the University of Georgia (UGA) IRB Roster.

2. DEFINITIONS:

- 2.1. **IRB Roster:** A list of all active IRB Members and their degrees, affiliation, status, and expertise.
- 2.2. **Regular member:** A primary member of the IRB.
- 2.3. **Alternate member:** A member who is designated to substitute for a regular IRB member for an entire meeting or at any time during a meeting. Alternate members have qualifications comparable to the applicable regular member and may serve as an alternate for more than one regular member.
- 2.4. **Scientist:** Members whose training, background, and occupation would incline them to view scientific activities from the standpoint of someone within a behavioral or biomedical research discipline.
- 2.5. **Non-Scientist:** Members whose training, background, and occupation would incline them to view research activities from a standpoint outside of any biomedical or behavioral scientific discipline.
- 2.6. **Affiliated IRB Member:** A UGA employee or agent (or a member of this person's immediate family). They include, but are not limited to, individuals who are: part-time employees; current students; members of any governing panel or board of the institution; paid or unpaid consultants; healthcare providers holding credentials to practice at the institution; and volunteers working at the institution on business unrelated to the IRB.
- 2.7. **Unaffiliated:** An individual who has no affiliation with UGA, other than as an IRB member. They may include people whose only association with the institution is that of a patient, subject, or alumni/former student at UGA. Paying unaffiliated members for their services would not make the member "otherwise affiliated" as stated in the regulations, or cause the member to have a conflicting interest.

3. POLICY

- 3.1. In consultation with the IRB Chairperson, the Human Subject's Office (HSO) Director or designee and **Institutional Official** or designee will appoint new members and determine if the individual will be a **regular** IRB member, **alternate** IRB member, or IRB chair, **scientist** or **non-scientist, affiliated** or **unaffiliated**.
-



Number:	Date:	Author:	Approved By:	Page(s):
UGAHRP-082-1	05/26/2021	HSO	HRPP Policy Committee	Page 2 of 3

- 3.2. The **IRB roster** will be promptly updated upon the IRB member addition.
- 3.3. The IRB Roster is located on the shared network drive and maintained by the HSO designated staff member.
- 3.4. IRB Members are appointed for terms of one to three years with the option for renewal or extension.
- 3.5. The new IRB member will attend an onboarding session and be provided access to training prior to attending a convened board meeting as a voting member or being assigned to review a full board or expedited submission. See *IRB Member Orientation Manual*.

4. PROCEDURES: Institutional Review Board

- 4.1. The HSO Director and/or the Institutional Official must interview the potential new IRB member and obtain a copy of the individual's resume or curriculum vitae, additional information about the individual's education and experience, and a signed confidentiality statement.
 - 4.1.1. In consultation with the IRB Chairperson, the HSO Director and Institutional Official or designee must determine whether the individual will be a regular or **alternate member**, scientist or non-scientist, affiliated or unaffiliated. *WORKSHEET: IRB Composition* may be used as a guide to ensure that the IRB is appropriately constituted.
- 4.2. The HSO Director or designee must provide the Institutional Official with a draft IRB Member Appointment Letter.
- 4.3. Upon the Institutional Official's acceptance and signature of the letter, the HSO Director or designee will provide the IRB Member Appointment Letter to the new member for review and signature.
- 4.4. Upon receipt of the signed appointment letter, the HSO Director or designee must notify the IRB staff and IRB Board Members via email of the addition of the new member.
 - 4.4.1. The designated IRB staff member must send the signed letter to the new member and designated recipients and upload a copy to the appropriate shared drive folder.
- 4.5. The designated IRB staff member must update and upload the IRB Roster and the new IRB Member's resume or curriculum vita, IRB Confidentiality Statement and Member Information Form to the appropriate shared drive folder.
- 4.6. The designated IRB staff must provide the new member with the IRB Member Orientation Manual.
- 4.7. The designated IRB staff member must update the IRB Portal to include the new member.

5. MATERIALS

- 5.1. TEMPLATE 602: IRB Roster
-



Number:	Date:	Author:	Approved By:	Page(s):
UGAHRP-082-1	05/26/2021	HSO	HRPP Policy Committee	Page 3 of 3

- 5.2. WORKSHEET 304: IRB Composition
- 5.3. HRP – 104 - IRB Member Orientation Manual
- 5.4. Template Letter: IRB Member Appointment
- 5.5. Template Letter: IRB Chairperson Appointment Letter
- 5.6. FORM 202 - IRB Member Information
- 5.7. FORM 200 - IRB Confidentiality Statement

6. REFERENCES

Revision History:
09/18/2015: REV0 New Document
05/26/2021: REV1
