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### 1. PURPOSE

- 1.1. The purpose of this **policy** is to establish the process to remove an Institutional Review Board (IRB) member from the University of Georgia (UGA) **IRB Roster**.

### 2. POLICY

- 2.1. An IRB member may resign his or her appointment or be removed upon expiration of the appointed term identified in his or her IRB member appointment letter.
- 2.2. A University department or college may request for a faculty member be released from service for business reasons.
- 2.3. The **Institutional Official** or designee, IRB Chairperson and HSO Director may determine that an IRB member be removed before expiration of the appointed term. This determination may be based on a) the IRB's ability to conduct business according to effective and consistent implementation of policies and procedures related to the review, conduct, and oversight of **human research** and the protection of **research participants**, and/or b) the HRPP's ability to achieve targeted levels of quality, efficiency, and effectiveness
- 2.4. The procedure for removal is the same if an individual is a member of more than one IRB and is being removed from some but not all IRBs.
- 2.5. The IRB member is responsible for notifying the Human Subjects Office (HSO) in writing promptly upon decision to resign with his or her appointed term.
- 2.6. The IRB Roster will be promptly updated upon the IRB member removal.
- 2.7. The IRB Roster is located on the shared network drive and maintained by the HSO designated staff member.

### 3. PROCEDURES

- 3.1. Promptly upon receipt of the resignation notice, prior to expiration of the appointed term, or upon determination by the HRPP leadership, the designated IRB staff member must update the IRB Roster, and archive the previous version of the IRB Roster and the removed member's files to the appropriate shared drive folder.
  - 3.2. The HSO Director or designee must prepare and send the IRB Member Thank You Letter to the **Institutional Official** or designee for signature.
  - 3.3. Upon receipt of the signed IRB Member Thank You Letter, the designated IRB staff member must send the letter to the individual and designated recipients and upload a copy to the appropriate shared drive folder.
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- 3.4. The designated IRB staff member must change the roles and access of the removed member in the electronic system.
- 3.5. The HSO Director must review the IRB composition using *WORKSHEET: IRB Composition* to ensure that the IRB is appropriately constituted and, if it is not, identify one or more replacement members. See *Policy and Procedure: IRB Membership Addition*.

#### **4. MATERIALS**

- 4.1. IRB Roster
- 4.2. WORKSHEET: IRB Composition
- 4.3. Template: IRB Member Thank You Letter

#### **5. REFERENCES**

- 5.1. Policy and Procedure: IRB Membership Addition