1. **PURPOSE**
   1.1. This *policy* establishes the process to remove a University of Georgia Institutional Review Board (UGA IRB) or discontinue reliance on an *external (commercial) IRB* for review of *human subjects research* conducted under the auspices of UGA.

2. **POLICY**
   2.1. The *Institutional Official* or Designee determines when an internal IRB or reliance on an external IRB is no longer needed in consultation with the Designated IRB staff.
   2.2. The IRB that is no longer needed must be unregistered with the Office for Human Research Protections (OHRP) as an additional IRB and UGA’s *Federalwide Assurance* (FWA) updated.
   2.3. UGA’s decision to disband or remove a registered internal IRB must be reported to OHRP in writing within 30 days after permanent cessation of the IRB’s review of Department of Health and Human Services (HHS)-conducted or -supported research.
   2.4. IRB Members are maintained using the *IRB Roster*.
   2.5. Removal of Members from an internal IRB will be carried on in accordance with *Policy and Procedures: IRB Membership Removal*.

3. **PROCEDURES: IRB Staff**
   3.1. In consultation with the Designated IRB Staff, the Institutional Official or Designee determines when the IRB is no longer needed.
   3.2. The Designated IRB Staff unregisters the IRB with OHRP.
   3.3. The Designated IRB Staff removes the IRB from UGA’s FWA.
   3.4. For external (commercial) IRBs
       3.4.1. The requirements set forth in the inter-institutional agreement or contract for termination of services must be followed.
   3.5. For internal IRBs
       3.5.1. For each individual who will no longer serve as an IRB Member, the *Policy and Procedures: IRB Membership Removal* must be followed.

4. **MATERIALS**
   4.1. IRB Roster
   4.2. TEMPLATE LETTER: IRB Member Thank You
5. REFERENCES
   5.1. 45 CFR §46.107, 45 CFR §46.103(b)(3), 45 CFR §46.115(a)(5), 45 CFR 46 Subpart E
   5.2. 21 CFR §56.107, 21 CFR §56.115(a)(5)
   5.3. Policy and Procedures: IRB Membership Removal