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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



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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