1. **PURPOSE**
   1.1. The purpose of this *policy* and procedures is to establish the process in conducting the annual evaluations of the University of Georgia’s Human Research Protections Program (UGA HRPP).

2. **POLICY**
   2.1. The UGA HRPP is evaluated annually.
   2.2. The subject outreach program for enhancing the understanding of subjects, prospective subjects, and communities is accomplished by making the document *BROCHURE: Should I Take Part in Research* available to the subject population.

3. **PROCEDURES: Institutional Review Board**
   3.1. The Institutional Review Board (IRB) staff must ensure that the Institutional Official (IO) or Designee conducts an evaluation of the resources provided to the HRPP and makes adjustments as necessary.
   3.2. The IRB Chair and Human Subjects Office (HSO) Director must evaluate whether the number of IRBs is appropriate to the volume and types of human research reviewed and overseen.
      3.2.1. A copy of this evaluation report must be provided to the IO or Designee.
      3.2.2. If the number of IRBs is not appropriate to the volume and types of research reviewed and overseen, the IRB Chair and HSO Director must work with the IO or Designee to address the situation.
   3.3. The IRB Chair and Human Subjects Office (HSO) Director must evaluate whether the composition of the IRB meets regulatory and organizational requirements using the WORKSHEET: IRB Composition.
      3.3.1. A copy of this evaluation report must be provided to the IO or Designee.
      3.3.2. If the composition of the IRB does not meet regulatory and organizational requirements, the IRB Chair and HSO Director must work with the IO or Designee to modify the IRB composition.
   3.4. The IRB Chair and HSO Director must evaluate the knowledge, skills, and performance of each regular and alternate IRB member using the Checklist: IRB Member Annual Evaluation.
      3.4.1. A copy of this evaluation report must be provided to the IO or Designee.
      3.4.2. A copy of his/her evaluation report must be provided to each IRB member.
      3.4.3. If needed, the IRB Chair and HSO Director must work with each IRB member to develop a plan to improve the individual’s knowledge, skills, and performance.
   3.5. The IRB staff must ensure that the IO or Designee, in consultation with the HSO Director, evaluates the knowledge, skills, and performance of the IRB Chair using the Checklist: IRB Chair Annual Evaluation.
3.5.1. A copy of this evaluation report must be provided to the IRB Chair.
3.5.2. If needed, the IO or Designee, in consultation with the HSO Director, develops a plan to improve the individual’s knowledge, skills, and performance.

3.6. The HSO Director must evaluate the knowledge, skills, and performance of IRB staff following UGA’s Human Resources annual employee evaluation process.
3.6.1. A copy of this evaluation report must be provided to the IO or Designee.
3.6.2. A copy of his/her evaluation report must be provided to each IRB staff.
3.6.3. If needed, the HSO Director must work with each IRB staff to develop a plan to improve the individual’s knowledge, skills, and performance.

3.7. The IRB Chair and HSO Director must evaluate the subject outreach plan.
3.7.1. A copy of this evaluation report must be provided to the IO or Designee.
3.7.2. If the subject outreach program is not meeting organizational goals, the IRB Chair and HSO Director must work with the IO or Designee to modify the plan.

4. MATERIALS
4.1. BROCHURE: Should I Take Part in Research
4.2. WORKSHEET: IRB Composition
4.3. Checklist: IRB Member Annual Evaluation
4.4. Checklist: IRB Chair Annual Evaluation

5. REFERENCES
5.1. §46.107 IRB Membership