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 and IRB registration with Office for Human Research Protections (OHRP).

2. DEFINITIONS
2.1. **IRB Roster**: A list of all active IRB Members and their contact information.
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 alternate for more than one regular IRB 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**: 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 Subjects Office (HSO) Director 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.
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 must complete IRB member 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 Training Manual.

4. PROCEDURES

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.

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 must prepare and provide the new member with a draft IRB Member Appointment Letter that will describe expectations.

4.3. Upon the new member’s acceptance and signature of the letter, the HSO Director will provide the IRB Member Appointment Letter to the Institutional Official for review and approval signature.

4.4. Upon receipt of the signed appointment letter, the HSO Director 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 Members resume or curriculum vita to the appropriate shared drive folder.

4.6. The designated IRB staff must send the new member an e-mail with links to regulations, the Click IRB manual, and the IRB Member Training Manual.

4.7. The designated IRB staff member must update the electronic system to include the new member.

4.8. The HSO Director must update the online IRB registration with OHRP within 90 days of adding the new member to the UGA IRB Roster.

5. MATERIALS

5.1. IRB Roster

5.2. WORKSHEET: IRB Composition

5.3. IRB Member Training Manual
5.4. Template Letter: IRB Member Appointment
5.5. Template Letter: IRB Chairperson Appointment Letter

6. REFERENCES