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

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. 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.

2.3. 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.

2.4. The IRB Roster will be promptly updated upon the IRB member removal.

2.5. 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 or prior to expiration of the appointed term, the designated IRB staff member must update the IRB Roster, and archive the previous version of the IRB Roster and the removed member’s resume or curriculum vitae to the appropriate shared drive folder.

3.2. The HSO Director 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.

3.4. The designated IRB staff member must delete the removed member from 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.

3.6. The HSO Director must update the online IRB registration of all affected IRBs within 90 days of removing the member from the UGA IRB Roster.
4. MATERIALS
   4.1. IRB Roster
   4.2. WORKSHEET: IRB Composition
   4.3. Template: IRB Member Thank You Letter

5. REFERENCES
   5.2. Policy and Procedure: IRB Membership Addition