PARKVIEW

HRP-083 | 12/1/2025

SOP: IRB Membership Removal

1 PURPOSE

1.1 This procedure establishes the process to remove an IRB member.

1.2 The process begins when an IRB member resigns or is removed from one or more IRBs. This procedure applies if an individual is a member of more than one IRB and is being removed from some but not all IRBs.

1.3 The process ends when the IRB registration is updated.

2 REVISIONS FROM PREVIOUS VERSION

2.1 None

3 POLICY

3.1 The Institutional Official/ Organizational Official (IO/OO) or designee may remove IRB members, alternate members, IRB chairs, and if used, other officers (e.g., vice chairs) with consultation from the IRB manager and IRB chair(s).

3.2 IRB rosters are maintained using HRP-601 - DATABASE - IRB Roster.

4 RESPONSIBILITIES

4.1 IRB staff members carry out these procedures.

5 PROCEDURE

5.1 Remove the individual from HRP-601 - DATABASE - IRB Roster.

5.2 Complete HRP-304 - WORKSHEET - IRB Composition to ensure that the IRB is appropriately constituted.

5.2.1 If not, identify one or more replacement members and follow HRP-082 - SOP - IRB Membership Addition.

5.3 Prepare HRP-561 - LETTER - IRB Member Thank You, have it signed by the IO/OO or designee and send to the individual.

5.4 Update the registration of all affected IRBs.[i]

5.5 File:

5.5.1 HRP-601 - DATABASE - IRB Roster.

5.5.2 HRP-561 - LETTER - IRB Member Thank You.

6 MATERIALS

6.1 HRP-082 - SOP - IRB Membership Addition

6.2 HRP-304 - WORKSHEET - IRB Composition

6.3 HRP-561 - LETTER - IRB Member Thank You

6.4 HRP-601 - DATABASE - IRB Roster

7 REFERENCES

7.1 45 CFR §46.107, 45 CFR §46.103(b)(3), 45 CFR §46.115(a)(5)

7.2 21 CFR §56.107, 21 CFR §56.115(a)(5)

7.3 AAHRPP elements II.1.A, II.1.C

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[i] See http://www.hhs.gov/ohrp/assurances/. Use the Web site: http://ohrp.cit.nih.gov/efile/.

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