IRB Member Responsibilities

It is your responsibility as an IRB Member to attend the monthly meeting of the IRB to which you are assigned. If you are unable to attend, then you must arrange for a substitute (another IRB Member from your Department) to attend the meeting in your place, and let the Board Specialist know immediately.

Each IRB meeting agenda has approximately 20 ? 25 items on the agenda. You are expected to be familiar with each study submission in the eIRB before the meeting. At a minimum, please review each study?s research summary, consent form(s), and advertisements before you come to an IRB meeting. After you have attended your first two IRB meetings, you will be assigned 1-2 protocols to present as a Primary Reviewer at the 3rd meeting you attend.

There are checklists for Primary Reviewers to use to prepare their reviews and fill out in iRIS. At the meeting you will make a brief summary presentation of your assigned submission along with your recommendations for any changes you feel are needed to satisfy the requirements of 45 CFR 46.111 and/or 21 CFR 56.111. As a Primary Reviewer, you are required to complete your Primary Reviewer Checklist in iRIS prior to the start of the IRB meeting.

You will find it helpful as a Primary Reviewer to communicate with the PI and the study team before the meeting to resolve any questions or concerns. You may also contact the Chair, Vice Chair, or IRB Specialist with any issues.

You may also be asked to serve as the additional expertise for various protocols on the meeting agenda that are in your area of expertise. If that is the case, this will be noted on the agenda sent to all attending members several days before the meeting. The Federal Regulations state that the IRB must have the appropriate expertise at the meeting to review the studies on the agenda. Your role is to bring to the IRB any concerns you have about the study based on your expertise and experience in the area, and you may be asked to provide your perspective should questions arise during discussion about the risk of study elements or about the disease or condition being studied.

Confidentiality Agreement

You will be required to sign a Confidentiality Agreement when you become an IRB member. The materials presented and all discussions at an IRB meeting are considered confidential. What happens in an IRB meeting stays in an IRB meeting!