OVERVIEW: ROLES OF IRB CHAIRS & VICE CHAIRS

Expedited Reviews – New Studies, Amendments, and Continuing Reviews

- Chairs and Vice Chairs are responsible for the review of expedited applications, in addition to the general board members who are designated as expedited reviewers.
- Chairs and Vice Chairs are assigned expedited reviews according to the process prescribed for Panel 7 (an expedited review only panel).
- Chairs and Vice Chairs are responsible for all Continuing Reviews under expedited category #8.

Sign-Off on Post Board Revisions

- Chairs and Vice Chairs are responsible for reviewing the completed revisions for convened board studies that were voted as "Approved with Changes".
- Chairs and Vice Chairs are not individually assigned these reviews, but must monitor the IRB Chair inbox in ERICA to sign-off on post board revisions at least once per week.

Subcommittee Reviews for Unanticipated Problems and Non-Compliance

- Select Chairs and Vice Chairs are responsible for reviewing Report Forms for determinations of possible Unanticipated Problems or Non-Compliance.
- Subcommittee members are assigned Report Forms on a continual basis, taking expertise into account.

Acting as Chair for Convened Meetings

- Chairs and Vice Chairs are responsible for conducting discussion at the convened IRB meetings.
- Vice Chairs generally fulfill this responsibility on an as-needed basis.
- The acting chair of each meeting is required to issue final sign-off on the minutes in ERICA.

Reviewing and Approving IRB SOPs

- Chairs and Vice Chairs are responsible for reviewing and approving IRB SOPs prior to the dissemination of new SOPs or significantly revised SOPs.
- Review and approval of IRB SOPs is generally conducted via email.

Authority to Suspend or Terminate Research

- IRB SOP 904: Administrative Hold, Suspension and Termination of Approved Research
    - If research is not being conducted in accordance with the policies, requirements, and determinations of the IRB, or federal rules or regulations including the requirements of the VHA Directive 1200.05 governing human subject research, or has been associated with unexpected serious harm to participants, the convened IRB or designee may suspend or terminate some or all research activity to protect the rights or welfare of participants.
    - In this policy, an IRB designee refers to the following: The IRB Chair, IRB Vice-Chair, IRB Director, Intuitional Official, or a person designated in writing to temporarily assume the role of one of these persons.