AAHRPP Site Visit Interview Preparation

University of Utah Institutional Review Board

OVERVIEW: ROLES OF IRB MEMBERS

This is a summary of the roles and responsibilities of IRB Members. For more information about each role and responsibility, review the reference materials cited.

1. Uphold the IRB mission to protect the rights and welfare of research participants.
2. Receive initial and ongoing education for the regulatory and ethical requirements for the conduct of human subject research.
3. Review studies using the Criteria for IRB Approval of Research, as well as the specific criteria for studies involving vulnerable populations, investigational products, and studies conducted at the VA. For more information, review
    a. Board Member Checklists: https://irb.utah.edu/board-members/checklists.php
    b. IRB SOP 303: IRB Review of Submissions
4. Complete reviews for convened board and expedited studies within 7 business days of assignment.
5. Provide expertise to the IRB for reviews, i.e. medical/scientific expertise, vulnerable population expertise, non-scientist and community representation expertise, etc.
    a. IRB SOP 202: Duties of IRB Members
6. Communicate revisions and concerns clearly in the Board Member Checklist and during convened meetings.
7. Promote a collaborative atmosphere with other IRB members, IRB staff, as well as researchers and study team members.
8. Maintain respect for other board members and the opinions expressed during convened meetings.

As a reminder:

- New board member training requirements include CITI online modules, University of Utah training for conducting reviews, and observation of a board meeting.
- IRB members are required to participate in an annual training event during their term of service.
- IRB members are eligible to become an expedited reviewer after 6 months of IRB experience, research experience or any life experience or background appliable to human subject research.
- IRB members access ERICA for all of the following information:
    - Research submission materials: applications, consent documents, protocols, etc.
    - Pre-review checklists and recommendations completed by the IRB staff
    - Ancillary committee decisions (e.g. COI, CCIC, RGE, RDRC, etc.)
    - Board member checklists
    - Current agenda and minutes
    - Previous review checklists and minutes
    - Correspondence between the IRB and PI
- Studies should be tabled if the convened board does not have enough information to determine if the Criteria for IRB Approval are met or can be met (i.e., we don't know exactly what we are approving). Studies should be disapproved if the Criteria for IRB Approval are not met.