

 CAMPBELL UNIVERSITY	IRB SOP: IRB Membership Removal		
	NUMBER	APPROVED BY	EFFECTIVE DATE
	HSR-113	IRB Chair, IRB Office Campbell University	10/08/2019

1 PURPOSE

- 1.1 This procedure established the process to remove an IRB member.
- 1.2 The process begins when an IRB member resigns or is removed from the IRB Committee.
- 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 or designee may remove IRB members, alternate members, with consultation from the IRB Chair and IRB Coordinator.
- 3.2 The Institutional Official or designee may remove IRB Chair or Vice Chair in consultation with RIO Officer and IRB Coordinator.
- 3.2 IRB rosters are maintained using the *IRB Membership Roster* for the appropriate academic year spreadsheet.

4 RESPONSIBILITIES

- 4.1 IRB Office staff follow these procedures.

5 PROCEDURE

- 5.1 Remove the individual from the IRB Membership Roster for the appropriate time period.
- 5.3 Update the IRB registration with OHRP.
- 5.4 File:
 - 5.4.1 *IRB Membership Roster*,
 - 5.4.2 Updated IRB registration.
- 5.5 Remove the individual's access to the IRB's shared Egynte folder.

6 MATERIALS

- 6.1 *IRB Membership Roster* spreadsheet

7 REFERENCES

- 7.1 45 CFR 46.115(a)(5)
- 7.2 21 CFR 56.115(a)(5)