

## GUIDELINE: IRB Roster

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### 1. PURPOSE

1.1. This policy describes the information recorded in IRB rosters.

### 2. GUIDELINE

2.1. Note on the IRB roster:

- 2.1.1. The IRB registration number
- 2.1.2. The IRB registration name
- 2.1.3. Any restrictions on the IRB's scope
- 2.1.4. Effective date of the roster
- 2.1.5. If the IRB was deactivated, a note to that effect

2.2. For each IRB member record:

- 2.2.1. Name
- 2.2.2. Earned Degrees
- 2.2.3. Gender
- 2.2.4. Scientific Status
  - 2.2.4.1. Whether the IRB member has primary interests in scientific or non-scientific areas: S (Scientific) or NS (Non-scientific)
- 2.2.5. Representative Capacity
  - 2.2.5.1. Populations about whom the IRB member is knowledgeable or experienced. (e.g., children, prisoners)
  - 2.2.5.2. If the member represents the general perspective of subjects, note this.
- 2.2.6. Indications of Experience
  - 2.2.6.1. Brief description that describes the IRB member's chief anticipated contributions to IRB deliberations, such as profession, certifications, licensure, IRB experience, research experience, or life experience.
- 2.2.7. Relationship to the [Organization]
  - 2.2.7.1. Description of any relationship between the IRB member and the [Organization]
- 2.2.8. Affiliation Status
  - 2.2.8.1. Whether the IRB member or an <Immediate Family> member of the IRB member has a relationship with the [Organization]: A (Affiliated) or NA (Non-affiliated)
  - 2.2.8.2. Note that an IRB member may have no relationship to the [Organization], but the IRB member may be affiliated because an <Immediate Family> member may have a relationship with the [Organization].
- 2.2.9. Office
  - 2.2.9.1. Whether the IRB member is an IRB chair, IRB vice-chair, or other appointed office.
- 2.2.10. Membership Status
  - 2.2.10.1. Whether the IRB member is a regular member or an alternate member.
- 2.2.11. Alternates For

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2.2.11.1. If the member is an alternate member, the class of IRB members for whom the member can alternate.

2.2.12. Designated Reviewer

2.2.12.1. Whether the member is a <Designated Reviewer>

### 3. REFERENCES

- 3.1. 21 CFR §56.115
- 3.2. 45 CFR §46.115

### 4. APPROVAL AND REVISIONS

- 4.1. 1/18/19: IRB Director, Carley Emerson, originally created and approved