1 PURPOSE
1.1 This procedure establishes the process to add a new IRB member.
1.2 The process begins when the Organizational Official has appointed a new IRB member to an IRB.
   (This may be a completely new IRB member, or the addition of a previous member to another IRB.)
1.3 The process ends when the IRB roster is updated with OHRP and the new member has completed training.

2 REVISIONS FROM PREVIOUS VERSION
2.1 Update logo and minor editorial revisions; replaces version dated 7/18/2011.

3 POLICY
3.1 IRB rosters are maintained using the “IRB Roster (HRP-601).”

4 RESPONSIBILITIES
4.1 IRB staff members carry out these procedures.
4.2 The Organizational Official appoints IRB members, alternate members, and IRB chairs.

5 PROCEDURE
5.1 Determine from the Organizational Official whether the individual will be a regular IRB member, alternate IRB member, or IRB chair.
5.2 Have the individual complete the “FORM: IRB Member Information.”
5.3 Obtain a copy of the individual’s résumé or curriculum vita.
5.4 Update the “IRB Roster”.
5.5 Complete “WORKSHEET: IRB Composition” and revise the membership as needed to ensure that the IRB is appropriately constituted.
5.6 Prepare a “TEMPLATE LETTER: IRB Member Appointment” for the individual.
5.7 Provide to the Organizational Official for review and approval:
   5.7.1 FORM: IRB Member Information.
   5.7.2 Résumé or curriculum vita.
   5.7.3 “TEMPLATE LETTER: IRB Member Appointment”
5.8 If not approved, select another individual and restart at 5.2.
5.9 Once the appointment letter is signed:
   5.9.1 Send “TEMPLATE LETTER: IRB Member Appointment” to the individual.
   5.9.2 If the individual requires training, schedule the individual for training.
   5.9.3 Update the registration of all affected IRBs.¹
5.10 File the “IRB Roster”, “FORM: IRB Member Information”, and the individual’s résumé or curriculum vita, and “TEMPLATE LETTER: IRB Member Appointment” letter.
5.11 Notify the Organizational Official when the individual has completed training.
5.12 Follow “SOP: IRB Records.”

6 MATERIALS
6.1 IRB Roster
6.2 FORM: IRB Member Information
6.3 TEMPLATE LETTER: IRB Member Appointment
6.4 WORKSHEET: IRB Composition

7 REFERENCES

7.1 45 CFR §46.107, 45 CFR §46.103(b)(3), 45 CFR §46.115(a)(5).
7.2 21 CFR §56.107, 21 CFR §56.115(a)(5).