SOP: IRB Membership Removal

1 PURPOSE
   1.1 This procedure establishes the process to remove an IRB member.
   1.2 The process begins when an IRB member resigns or is removed from one or more IRBs.
   1.3 The process ends when the IRB registration is updated.

2 REVISIONS FROM PREVIOUS VERSION
   2.1 None

3 POLICY
   3.1 The Organizational Official or designee may remove IRB members, alternate members, and IRB Chairs.
   3.2 IRB rosters are maintained using the “DATABASE: IRB Roster.”

4 RESPONSIBILITIES
   4.1 The IRB Director carries out these procedures.

5 PROCEDURE
   5.1 Remove the individual from the IRB roster.
   5.2 Complete “WORKSHEET: IRB Composition” to ensure that the IRB is appropriately constituted.
      5.2.1 If not, identify one or more replacement members and follow “SOP: Addition of an IRB Member.”
   5.3 Prepare a “TEMPLATE LETTER: IRB Member Thank You,” have it signed by the Organizational Official or designee, and send to the individual.
   5.4 Update the registration of all affected IRBs.¹
   5.5 File the IRB roster, “WORKSHEET: IRB Composition”, and “IRB Member Thank You” letter.
   5.6 Follow “SOP: IRB Records.”

6 MATERIALS
   6.1 DATABASE: IRB Roster
   6.2 SOP: Addition of an IRB Member
   6.3 SOP: IRB Records
   6.4 TEMPLATE LETTER: IRB Member Thank You
   6.5 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)