IRB Composition and IRB Members' Roles and Responsibilities

I. Policy

The primary responsibility of IRB members is the protection of the rights, safety, and welfare of the individual human beings who are serving as the subjects of research. In order to fulfill their duties, IRB members are expected to be versed in regulations governing human subjects protection, research ethics, and the policies of The College at Brockport. Each IRB will be appropriately constituted for the volume and types of human research to be reviewed in accordance with federal regulations. The IRB will include members with diverse experience and expertise to assure the professional competence necessary to review the university's research, as well as knowledge of community attitudes and training in protecting the rights and welfare of human subjects.

II. Specific Policies

A. Duty to The College of Brockport

The IRB is appointed as an institutional committee. As such, the IRB members serve the institution as a whole, rather than a particular school or department. Therefore, members must not allow their own interests or those of their department to supersede their duty to protect the rights, safety, and welfare of research subjects.

IRB members will have varying backgrounds, experience, expertise, and professional competence as necessary to promote complete and adequate review of research activities commonly conducted at The College of Brockport. Additionally, the IRB will be sufficiently qualified through the experience, expertise, and diversity of its members, including considerations of race, gender, cultural backgrounds, and sensitivity to issues such as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects.

B. Term of Duty

IRB members and the IRB chair(s) are expected to commit to a one-year term and, after which, may continue to serve at the discretion of the IRB coordinator. Each IRB will consist of nine board members with at least one chair. The IRB will consist primarily of affiliated members who are directly affiliated with The College at Brockport and have one community member who is not affiliated with the institution.

All positions are expected to fulfill certain duties during their allotted time. Each member is expected to fully understand the duties of the IRB. Each IRB will include persons knowledgeable about institutional commitments and regulations, applicable laws, and standards of professional conduct and practices.

III. General Duties

In general, IRB members are expected to read all full board applications and research protocols; and, to attend and participate in the review discussion and vote on each proposal research protocol at the convened full board meetings to which they are assigned. In addition, IRB members are expected to participate on individual proposals as assigned by the IRB coordinator and to contribute to discussions of regulations and interpretations that lead to policies and investigator guidance.

Every member will complete and maintain up-to-date CITI training in human subject protection. This includes, but is not limited to, maintaining the confidentiality of IRB related information in accordance with the terms and conditions detailed in the CITI training, and maintaining current knowledge of and assuring compliance with relevant regulations, laws, and policies related to the protection of human subjects. Such documentation will be preserved by the coordinator.

IV. Specific Duties

A. IRB Coordinator

- Responsible for appointing members of the IRB, including the chair(s) position; and has the power to change staff, train, schedule meetings, and direct any additional changes that affect member's ability to perform their duties
- Responsible for providing resources to support continuing education of all members, clearly articulating all members' duties, periodically reviewing members' duties to ensure that members are carrying out their expected functions, and evaluating whether there is adequate staff support to ensure members are able to function as documented
- Responsible for answering questions from members as needed; and, delegates with the chair(s) to ensure open communication between all board members
- Responsible for revising all proposals before sending them to the board members for review
- Responsible for maintaining and preserving all documentation on IRB proposals and trainings
- Responsible for attending full board meetings, recording the attendance of members, asking questions from the members not present at the meeting, and recording the outcome from the meeting. The coordinator will then reach out to the principle investigator (PI) and communicate with them about the results of the board meeting
- Responsible for all conflict resolutions including, but not limited to, principle investigators, members of the board, chair(s), and any additional faculty, staff, or student participating in human research

- Responsible for administering board decisions and maintain the independence of the IRB including, but not limited to, developing meeting agendas, policies, procedures, and educational efforts to support the human research protection program, and participates in institutional efforts to promote a culture of shared responsibility for the safety and welfare of research participates

B. IRB Chair(s)

- Responsible for advising and providing written feedback on the acceptability of proposed research in terms of institutional commitments, applicable laws, and standards of professional practices and conduct in a timely manner
- Responsible for attending and participating in full board reviews. This includes managing committee discussion(s) and deliberation, and well as leading discussions with investigators to resolve controversial and/or procedural matters relating to research approval and conflict. Chair(s) will also review and approve the discussions and findings with the IRB coordinator at the end of the meeting
- Responsible for all modifications & continuation requests; and, reviewing exempt and expedited proposals at the guidance of the IRB coordinator
- Responsible for communicating with and providing support to the IRB coordinator; and responsible for providing leadership to other board members to ensure the rights and welfare of human subjects participating in research reviewed by the IRB

C. IRB Members

- Responsible for advising and providing written feedback on the acceptability of proposed research in terms of institutional commitments, applicable laws, and standards of professional practices and conduct in a timely manner
- Responsible for attending and participating in full board reviews; and, reviewing exempt and expedited proposals at the guidance of the IRB coordinator

V. Regulations Involving the IRB

A. Full Board Meetings

All members are expected to attend the bi-weekly board meetings. If a member is unable to attend he/she/they must email the IRB coordinator at least one week prior to the scheduled meeting. Members who are unable to attend the meeting may submit comments or questions about the proposal to the IRB coordinator ahead of time, but will not be considered in the vote, or count toward the quorum attendance. In order to run a quorum there must be at least five board members in attendance. If a quorum is not met, then voting cannot take place and the items on the agenda will be tabled until the next convened IRB meeting.