SOP: IRB Removal

1 PURPOSE
   1.1 This procedure establishes the process to remove an IRB.
   1.2 The process begins when the Institutional Official/Organizational Official (IO/OO) or designee determines that an IRB is no longer needed.
   1.3 The process ends when the IRB is unregistered with OHRP and the Federalwide Assurance (FWA) is updated.

2 REVISIONS FROM PREVIOUS VERSION
   2.1 None

3 POLICY
   3.1 IRB rosters are maintained using HRP-601 - DATABASE - IRB Roster.

4 RESPONSIBILITIES
   4.1 IRB staff members carry out these procedures.

5 PROCEDURE
   5.1 For internal IRBs:
      5.1.1 For each IRB member who will no longer serve as an IRB member prepare HRP-561 - LETTER - IRB Member Thank You, have them signed by the IO/OO or designee and send to the former IRB members.
      5.1.2 Unregister the IRB with OHRP.¹
      5.1.3 Remove the IRB from the FWA.²
      5.1.4 Remove members from HRP-601 - DATABASE - IRB Roster.
      5.1.5 Remove the individual’s Committee Member role in the system.
      5.1.6 File:
         5.1.6.1 DATABASE: IRB Roster (HRP-601)
         5.1.6.2 FWA
         5.1.6.3 HRP-561 - LETTER - IRB Member Thank You
   5.2 For external IRBs follow the requirements of the inter-institutional agreement or contract.

6 MATERIALS
   6.1 HRP-561 - LETTER - IRB Member Thank You
   6.2 HRP-601 - DATABASE - IRB Roster

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).
   7.3 AAHRPP elements II.1.A, II.1.C