

**Nova Southeastern University
Office of Grants and Contracts
Institutional Review Board
Policies and Procedures**

IRB Membership

Effective 04/12/2007; Revised 01/02/2008; 02/12/2009

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Purpose:

To establish policies and procedures related to IRB membership.

Definitions:

None

Policy:

1. Membership

The IRB consists of members (at least one from each academic unit, one member from the library, the IRB Administrator, and two community representatives) with varying professional backgrounds. Members will represent a diversity of race, gender, and cultural backgrounds and will be sensitive to community attitudes; members will possess the professional competence necessary to review specific research activities. The community representatives will not otherwise be affiliated with the university. The IRB is currently composed of 23 members.

All members who represent academic units, the library and IRB are university employees who are either full-time faculty members or full-time professional staff and who have experience in higher education. At the discretion of the vice president for research and technology transfer (VP), full-time administrators may be selected to serve. At least one member of the Board shall be a non-scientist and one shall be a member of the community. Each academic unit is encouraged to also have at least one alternate member to the Board.

All members and alternates of the Board will be appointed by the VP based on the recommendation of each academic unit's dean/director. Members and alternates are appointed to staggered three-year terms. Members and alternates of the Board will be notified of their appointments in writing by the VP. NSU faculty who are IRB members are expected to routinely attend meetings and to arrange for alternates to be present if unable to attend. When a member fails to attend at least one-half of the meetings per year, the member's status is to be reviewed. These expectations do not apply to community members.

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The Center Representative or his/her alternate is expected to be present when a study, originating from the Center is reviewed by the Board. The Center Representative should be sufficiently familiar with the study to address questions.

The IRB may recommend to the VP that any member or alternate of the IRB, including the Chair, be removed for cause via a two-thirds vote of members present at a convened meeting. Deans, in consultation with the VP, may recommend changes in membership.

Non-voting/Ex-Officio attendees of the IRB include the executive director of the Office of Grants and Contracts, Vice President for Legal Affairs, the IRB immediate past chair, and invited experts in specific areas of study.

All members and alternate members of the IRB are required to complete the NSU IRB Collaborative Institutional Training Initiative (CITI) training requirements as well as training with the IRB Administrator or IRB Chair, prior to voting at a convened meeting or reviewing protocols at the center level. CITI training is to be completed within two months of appointment.

2. Chair of the IRB

The Chair is selected via nominations from the Board with recommendation to the VP. The Chair is appointed for a two-year term. The Chair is responsible for conducting the IRB meetings, expedited reviews, and reviewing allegations of non-compliance, or for delegating these duties to other IRB members. The IRB Chair provides leadership to the university's human subjects' protection program.

The Chair is granted appropriate release time from his/her assigned teaching responsibilities for the term of the appointment as agreed upon by his/her dean/director.

In order to provide IRB chairs with further experience prior to serving as Chair, and to facilitate the review of expedited proposals that cannot be reviewed by the Chair, the IRB will nominate a Vice Chair, and Vice Chair-elect, and may elect to nominate a Second Vice Chair-elect. These elections follow the same procedures as outlined for the Chair.

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3. Compensation for members

No member of the IRB is compensated monetarily for his/her participation.

4. Liability

All members of the IRB are covered under the university's liability coverage for participation and actions related to the IRB.

References:

45 CFR 46.107(a - d)

21 CFR 56.107(a - d)

Procedures:

1. Deans/department heads recommend to the VP, individuals to act as representatives and alternates to the IRB. If the VP concurs, then the VP sends the individual an appointment letter.
2. The IRB office records the appointment and requests a current vita from the appointed individual. The IRB office retains all vitas for current and past members and alternates.
3. The IRB Administrator will update the IRB membership roster on the IRB Web site and with OHRP.
4. Individuals appointed to the IRB are given a welcome letter by the IRB Administrator along with instructions related to the online CITI training. Members are to complete all modules within the IRB learner group. Members must have current knowledge of NSU IRB policies and human subjects research issues. The IRB office provides all members with the *Institutional Review Board: Member Handbook* by Amdur, R. The IRB office also keeps a reference library for IRB members.

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5. When a NSU Faculty member is not present for at least half of the scheduled meetings of the IRB, the Chair will discuss the situation with the member, the member's Dean (or other administrator as appropriate), the VP and/or the Board, at the chair's discretion.
6. If a newly appointed alternate or member does not complete CITI training within two months of appointment, the Chair will discuss the situation with the member, the member's Dean (or other administrator as appropriate), the VP and/or the Board, at the chair's discretion. If the newly appointed alternate or member does not complete CITI training within two months following such discussion, then the Chair and the VP may remove the newly appointed alternate or member.
7. The term of the Chair begins on October and ends two years later on September 30. Terms for members begin at staggered intervals.
8. One month prior to the new term of a Chair, nominations and self nominations are solicited for Vice Chairs. Majority vote of the IRB present at a convened meeting is required to forward a nomination to the VP.