



Office of Human Research Ethics Training Tips

IRB Member Responsibilities September 2015

1. Your mandate is to protect those who volunteer to be research subjects.
 - A. They are your only priority as an IRB member.
 - B. This is done by balancing the study risks against potential benefits; remember Beneficence.
2. Recuse yourself if you have a conflict of interest
3. Be prepared
 - A. Read & review all protocol submissions on the agenda
 - B. Prepare and upload your Primary or Secondary Review **PRIOR** to the meeting
4. Make a succinct, organized presentation to the IRB Meeting Members.
 - A. Use the guides for preparing an oral presentation or create your own guide & upload into IRBIS.
5. Allow for other perspectives and viewpoints. Dissent is OK, even encouraged.
6. Maintain focus
 - A. Arrive on time & stay for the entire full meeting
 - B. Any deviation from this needs to be discussed with the IRB Chair running the meeting prior to the meeting.
7. Contact the PI with any questions you have about the study. Be sure to copy the coordinator in case the PI is out of the office or country.
8. Seek consultation, when needed.
 - A. You are free to contact fellow IRB Members for guidance
 - B. Contact your IRB Chair for assistance identifying a consultant
 - C. Non-IRB Member consultants must sign a Confidentiality Statement prior to receiving access to study protocols and must abide by the same COI standards as IRB members.
9. Prepare your slips in a professional, complete manner that can go directly to the study team without editing.
10. Honor the hair on the back of your neck
 - A. If two heads are better than one, then 10+ are even better
 - B. Remember there are no dumb questions in an IRB meeting.
11. Don't take yourself too seriously – Have fun!
12. Understand the IRB's power – IRB is a partner in the research process and we want to propose solutions when possible! But never forget our #1 priority is the protection of the research subjects.

THE ‘-*ATION*’ LIST

A protocol may be deferred if any of the following are required during review by a convened IRB:

Elabor*ation*

Clarific*ation*

Document*ation*

Explan*ation*

Justific*ation*

Modific*ation*

Adapted from Joseph F. Farmer, MD