



# Office of Human Research Ethics Training Tips

## IRB Member Responsibilities & Role of the IRB in Research

September 2015, May 2022

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 stips** 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.**