1 PURPOSE
1.1 This procedure establishes the process to remove an IRB member.
1.2 The process begins when an IRB member resigns or is removed from one or more IRBs. This procedure also applies if an individual is a member of more than one IRB and is being removed from some, but not all IRBs.
1.3 The process ends when the IRB registration is updated.

2 PREVIOUS VERSION
2.1 Revised from previous version dated 08/01/2015

3 POLICY
3.1 The Institutional Official or designee may remove IRB members, alternate members, IRB chairs and vice chairs with consultation from the IRB Executive Director, IRB Manager and IRB chair(s).
3.2 IRB rosters are maintained using the “DATABASE: IRB Roster (HRP-601).”

4 RESPONSIBILITIES
4.1 IRB Office staff members carry out these procedures.

5 PROCEDURE
5.1 Remove the individual from “DATABASE: IRB Roster (HRP-601).”
5.2 If the IRB Member has resigned, prepare a “TEMPLATE LETTER: IRB Member Thank You (HRP-561),” have it signed by the Institutional Official or designee, and send to the individual.
5.3 Update the IRB registration of all affected IRBs.¹
5.4 File:
   5.4.1 DATABASE: IRB Roster (HRP-601)
   5.4.2 TEMPLATE LETTER: IRB Member Thank You (HRP-561)
5.5 Remove individual’s “Committee Member” role in the eIRB+ system
   5.5.1 If applicable, update the “Update Eligible Designated Reviewers” activity.

6 MATERIALS
6.1 DATABASE: IRB Roster (HRP-601)
6.2 SOP: IRB Member Addition - Appointment and Reappointment (HRP-082)
6.3 TEMPLATE LETTER: IRB Member Thank You Letter (HRP-561)
6.4 WORKSHEET: IRB Composition (HRP-304)

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)