CHAPTER 9: IRB MEMBERSHIP & MANAGEMENT

I. Board Member Appointments & Responsibilities.

A. The IRB consists of at least five members appointed by the University President.
   - At least three members of the IRB shall be faculty.
   - One member shall not be otherwise affiliated with the university and shall not be a part of the immediate family of someone who is affiliated with the university.
   - Members shall include at least one whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas.
   - The IRB shall be sufficiently qualified through the experience and expertise of its members, and the diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. In addition to possessing the professional competence necessary to review specific research activities, the IRB shall be able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice. The IRB shall therefore include persons knowledgeable in these areas.

B. Members of the IRB are appointed by the president for three-year overlapping terms. The Provost, deans, and other faculty information sources may be consulted in order to identify appropriately qualified members to serve on the board.

C. Members shall not vote on proposals in which they have a conflict of interest. The board may invite individuals with special competencies to assist with proposal review. These individuals will not vote.

II. Liability

Heritage University will defend and indemnify the IRB members, the IRB Administrator, IRB Chair, and AIO for claims that arise from their good faith performance of IRB duties.

III. Physical Resources and Administrative Support

The IRB operates out of the Provost office, where physical space is available for storage of confidential materials and convening of board meetings. The IRB also has access to other conference rooms on campus that are adequate for proposal presentations and discussions.

The Provost office provides administrative staff support for IRB functions. Typical support tasks include activities such as facilitating communications between the IRB and investigators regarding the submission and disposition of research proposals, maintaining confidential research files, managing the computerized tracking system (including entry of new studies, status report notifications, reports for IRB review), and managing IRB correspondence. Additional support for compliance oversight is provided via internal faculty/staff assignments or by external consultation contracts as the need arises.

Financial resources are available thru the Provost office to support any required human participants research training for the IRB and investigators. Additional funding is
available for institutional memberships in organizations that support human participant research standards, and for the IRB chairperson or other designated Board members to purchase needed education materials or attend national and regional conferences on human participant research.