

IRB Member Standards

Regular Attendance:

- Voting members of the IRB establish the committee quorum; therefore, members are expected to attend at least three-quarters of convened meetings annually.
- Voting members are expected to arrive promptly and stay at convened meetings until all committee business has been completed, whenever possible.
- When attendance is not possible, IRB members must notify the HRPP staff allowing sufficient time in advance of the meeting to locate an alternate member to reach a quorum.

In order to gain and increase knowledge of the ethical, regulatory and procedural requirements for reviewing and approving research involving human subjects IRB members are:

- Expected to participate in initial orientation and ongoing training as provided at the regular IRB meetings.
- Encouraged to participate in training opportunities outside of the IRB meetings (webinars, etc.) at least once per year.
- Either use or have a working knowledge of the IRB Reviewer Checklists.

Meeting Preparation:

- Members are expected to evaluate the assigned protocols according to the 3 principles in the Belmont Report and according to the policies and procedures described on the FIU IRB website.
- Primary reviewers are expected to present a brief oral summary of the application at the beginning of the committee discussion and then to provide detailed comments about the protocol, and consent forms if appropriate.
- All members are expected to be familiar with all protocols on the agenda.

Maintaining Confidentiality:

- Service on the IRB includes the review of documents that contain personal, confidential and proprietary information. Members of the IRB are responsible for maintaining all committee proceedings and documents in strict confidence. Such information may not be used for any purpose other than the IRB review and may not be disclosed to anyone outside of the IRB unless permission is granted in writing by the Vice President for Research.
- The one exception to this is that it is permissible but by no means required for IRB reviewers to contact a PI before the meeting to obtain additional information that may be helpful in reviewing a particular protocol.
- IRB members should not contact the federal government with questions about protocols under review unless the protocols are their own. This is because there may be additional discussions

underway with the government of which the IRB member is not aware. If an IRB member wishes clarification with the FDA or OHRP, for example, the member should ask someone in FIU's IRB Office to provide this clarification.

Conflict of Interest Disclosure:

It is the expectation of the University that IRB members will voluntarily recuse themselves from review and discussion of research protocols if they have a conflict of interest. Members of the IRB must disclose to the IRB Chair or IRB Coordinator any undisclosed conflict of interest that may arise in the review of research or compliance matters for the IRB. Common examples of conflicts are:

- Members who are an investigator or faculty sponsor on the project under review, or whose spouse or child is an investigator or faculty sponsor, must recuse themselves from committee action.
- Members who believe existing circumstances may directly affect their objectivity may request that they be recused from committee action.
- Members who have any disclosable financial interests (a) that would reasonably appear to be affected by the research; or (b) in entities whose financial interests would reasonably appear to be affected by the research, must recuse themselves from committee action.