



Policy Title	IRB Member Addition
Last Updated	11-19-2021
Responsible Office	IRB Office
Contact Information	IRB Office Email: irb@kennesaw.edu Phone: 470-578-4941

1. Policy Purpose Statement

The purpose of this policy is to establish the process to add a new Institutional Review Board (IRB) member to the Kennesaw State University IRB roster and IRB registration with the Office for Human Research Protections (OHRP).

2. Definitions

IRB Roster: A list of all active IRB members.

Regular Member: A primary member of the IRB.

Alternate Member: A member who is designated to substitute for a regular IRB member for an entire meeting or at any time during a meeting. Alternate members have qualifications comparable to the applicable regular member and may serve as alternate for more than one regular IRB member.

Scientist: Members whose training, background, and occupation would incline them to view scientific activities from the standpoint of someone within a behavioral or biomedical research discipline.

Non-Scientist: Members whose training, background, and occupation would incline them to view research activities from a standpoint outside of any biomedical or behavioral scientific discipline.

Affiliated: A Kennesaw State University employee or agent (or a member of this person's immediate family). They include, but are not limited to, individuals who are: part-time employees, current students, members of any governing panel or board of the institution, paid or unpaid consultants, healthcare providers holding credentials to practice at the institution, and volunteers working at the institution on business unrelated to the IRB.

Unaffiliated: An individual who has no affiliation with Kennesaw State University, other than as an IRB member.

3. Policy

3.1. In consultation with the IRB Chairperson, the Institutional Official or designee will appoint new members and determine if the individual will be a regular IRB member, alternate IRB member, or IRB Chair, scientist or non-scientist, affiliated or unaffiliated.

3.2. IRB members are appointed for a term of three years with the option of renewal or extension.

3.3. The new IRB member must complete IRB member training prior to attending a convened board meeting as a voting member or being assigned to review a non-exempt submission.

4. **Procedures**

- 4.1. The IRB Office Director and/or the Institutional Official will interview the potential new IRB member and obtain a copy of the individual's resume or curriculum vitae, completed IRB member Info Sheet, confidentiality and conflict of interest statement.
- 4.2. The IRB Office Director will prepare a draft IRB member appointment letter that will describe responsibilities and expectations.
- 4.3. Upon the new member's acceptance and signature of the letter, the IRB Office Director will provide the appointment letter to the Institutional Official for review and approval.
- 4.4. A copy of the appointment letter, resume or curriculum vitae, Info sheet, confidentiality and conflict of interest statement, and IRB member training certificate will be added to the IRB member folder on the shared drive.
- 4.5. The IRB member roster in Cayuse and internal IRB roster spreadsheet will be updated to add the new IRB member.
- 4.6. The IRB Office Director or designated staff member will provide initial training and education on use of Cayuse, federal regulations for human subject research, and Kennesaw State University policies. IRB member training manual will be provided.
- 4.7. The IRB Office Director will update the IRB registration with OHRP within 90 days of adding the new member to the Kennesaw State University IRB roster