1 PURPOSE

1.1 This procedure establishes the process to remove an IRB.
1.2 The process begins when the Institutional Official / Organizational Official (IO/OO) or designee determines that an IRB is no longer needed.
1.3 The process ends when the IRB is unregistered with OHRP and the federal wide assurance (FWA) is updated.

2 REVISIONS FROM PREVIOUS VERSION

2.1 None

3 POLICY

3.1 IRB rosters are maintained using the "DATABASE: IRB Roster (HRP-601)."

4 RESPONSIBILITIES

4.1 IRB staff members carry out these procedures.

5 PROCEDURE

5.1 For internal IRBs:

5.1.1 For each IRB member who will no longer serve as an IRB member prepare a "TEMPLATE LETTER: IRB Member Thank You (HRP-561)," have them signed by the IO/OO or designee and send to the former IRB members.
5.1.2 Unregister the IRB with OHRP.
5.1.3 Remove the IRB from the FWA.
5.1.4 Remove members from "DATABASE: IRB Roster (HRP-601)."
5.1.5 Remove the individual’s Committee Member role in the system.
5.1.6 File:

5.1.6.1 DATABASE: IRB Roster (HRP-601)
5.1.6.2 FWA
5.1.6.3 TEMPLATE LETTER: IRB Member Thank You (HRP-561)

5.2 For external IRBs follow the requirements of the inter-institutional agreement or contract.

6 MATERIALS

6.1 DATABASE: IRB Roster (HRP-601)
6.2 TEMPLATE LETTER: IRB Member Thank You (HRP-561)

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).

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