

SOP: IRB Removal				
NUMBER	DATE	AUTHOR	APPROVED BY	PAGE
HRP-081	4/15/19	Huron	Brilli	1 of 1

## 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<sup>1</sup>.
  - 5.1.3 Remove the IRB from the FWA<sup>2</sup>.
  - 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).

<sup>1</sup> See <http://www.hhs.gov/ohrp/assurances/>. Use the Web site: <http://ohrp.cit.nih.gov/efile/>.

<sup>2</sup> See <http://www.hhs.gov/ohrp/assurances/>. Use the Web site: <http://ohrp.cit.nih.gov/efile/>.