**Institutional Review Board Member Positions and Duties**  
Updated and Approved by ULV IRB Committee on 2-10-15

**IRB Chair Position Description**  
The IRB Chair is appointed by the Provost, the designated institutional official for the University. The IRB members and the Director of Research and Sponsored Programs (DRSP) will advise the Provost in the nomination and selection of the IRB chair. To be eligible to serve as IRB Chair, a one year minimum IRB membership as a faculty member is required. Priority will be given to tenured faculty. The IRB Chair manages IRB meetings, including standard reviews of human subjects research and oversees reviews of human subjects research in accordance with ethical standards outlined by federal and state regulations and the policies of the University of La Verne (ULV). The duties of the chair include but are not limited to the following: training, management of the IRB meetings, review of proposals, communicating IRB feedback for applications, and liaising with the greater community on IRB matters. The IRB Chair works collaboratively with IRB members, research administrators, and the greater community to maintain and promote an ethical research climate at the ULV. The usual term of appointment is for three years.

Responsibilities:

A. Training  
a. Completes initial and ongoing IRB training in a timely fashion as specified by the DRSP and/or Associate Provost under the supervision of the Provost (institutional official).  
i. Proficiency in CITI management (or NIH) training  
b. Participates in ongoing continuing education related to IRB matters  
i. Expected to be familiar with the Ethical Principles of the Belmont Report and other regulatory documents  
c. Contributes to improvement of IRB member training and continuing education through service on monitoring committees, evaluation of programs and making recommendations for improvements

B. Proposal Review  
a. Meets with DRSP in advance of IRB meetings to complete the following:  
i. Identify protocols appropriate for full-board review and determine that protocols submitted are ready for review  
ii. Ensure that attendance at the prospective meeting will provide adequate review of all protocols  
iii. Identify need for external consultation  
iv. Identify conflicts of interest for self, IRB members, or the institution  
v. Prepare the IRB meeting agenda  
vi. Reviews applications from unaffiliated or outside researchers submitted under the Exempt and Expedited Categories.  
1. May seek additional review from IRB College Lead or other relevant members  
b. Arranges for Chair Elect/Past Chair to conduct meeting if s/he will be absent or must leave the room because of conflict of interest on particular applications.  
c. Reads proposals thoroughly and evaluates them within the context of the federal regulations, and the ethical standards of ULV  
d. Responsibilities in conducting full board meetings
i. Determines that a quorum is present (currently 7 voting, 4 for quorum)
ii. Convenes meeting
iii. Executes the agenda
iv. Promotes discussion of research protocols regarding protection for human research participants
v. Endeavors to complete the agenda in a timely manner
vi. Conducts voting in regard to protocol disposition
vii. Protects the confidentiality of all discussions surrounding decisions whether written, electronic or verbal and adheres to protections afforded under Family Educational Rights and Privacy Act (FERPA), as amended.
e. Assists as needed with review of proposals for exempt (performed by GA) or expedited review (performed by College Lead and/or College Alternate)

C. Reporting
   a. Reports to the DRSP
   b. Signs letters of approval and administers approval action form of IRB decisions to principal investigators
   c. Provides evaluative comments about IRB members to DRSP needed to maintain an effective or adequate IRB membership

D. Handling Allegations, Complaints, and Noncompliance

E. Assistance to Faculty and Investigators
   a. Provides information to investigators about the need for IRB review and IRB perspectives.
   b. Relays information about faculty and investigator concerns or needs for IRB guidance to the IRB or the DRSP
   c. Assists and promotes faculty workshops to guide faculty in the IRB process and procedures

F. Assurance of IRB Independence
   a. Reports and responds to notice of any attempts to exert undue influence on self, investigators, or IRB members to the Provost, DRSP, and/or the Associate Provost

G. Management of Staffing and Infrastructure
   a. Oversees a Graduate Assistantship (GA) and all aspects related to the hiring and performance of a student worker

Qualifications
A. Member of the ULV faculty.
B. For faculty members and professional research staff, a record of teaching, research, or other scholarship, or ethical expertise needed to achieve representativeness of the IRB membership.
C. Thorough knowledge of OHRP, DHHS, and FDA regulations or willingness to acquire as needed.
D. Commitment to the advancement of research through the ethical treatment of human research participants
E. Ability to work collaboratively with other IRB members and DRSP and other related personnel.

Attendance and Evaluation
A. Attends IRB meetings on a regular basis.
B. Completes annual self-evaluation, including performance and needs and accomplishments in IRB-related self-development.
C. Files updated copy of CV/resume with DRSP annually

Chair Elect Position Description
The Chair Elect has essentially the same responsibilities and qualifications but serves on an occasional (ad hoc) basis when the IRB Chair is absent or a conflict of interest with a project arises. This position may require mentorship from the Past Chair. The usual term of appointment is for 1 year.

A. Training
   a. Completes initial and ongoing IRB training in a timely fashion.
      i. Proficiency in CITI management (or NIH) training
   b. Participates in ongoing continuing education related to IRB matters.
      i. Expected to be familiar with the policy guidelines of the HRPP
      ii. Expected to be familiar with the Ethical Principles of the Belmont Report and other regulatory documents

B. Responsible for and assists the Chair in all responsibilities outlined above

C. Management of the Graduate and Undergraduate Student IRB (GUSIRB) when established.

D. Oversees all aspects of the GUSIRB in accordance with policies and procedures for ULV IRB

Past Chair Position Description
The Past Chair serves as a mentor in all aspects of the IRB and may on occasion assist the Chair Elect in times of need when the current Chair is unavailable for IRB duties. The usual term of appointment is for 1 year.

IRB Members and College Lead Position Description
IRB College Leads, Alternates, and Members are appointed by the Associate Provost with the help of the IRB Chair/Chair Elect/Past Chair and the DRSP to ensuring that full board review of human subjects research adheres to the ethical standards outlined by federal and state regulations and the policies of ULV. Any member may satisfy multiple IRB membership categories at the same time. The IRB members participate in IRB meetings, review proposals for full board review and those proposed for expedited status (reviewed by Alternates and College Leads), and work collaboratively with other IRB members and the DRSP on tasks related to maintaining and promoting an ethical research climate at the ULV. The usual initial term of appointment is for three years. During the first year new members without prior or recent IRB service will be considered inexperienced and will receive an IRB related education and mentorship program. Second (Alternate) and third year (College Lead) members will be considered experienced. College Leads can be in a dual role as Chair Elect. The following duties are for all members although the College Lead and/or Alternate will assume more of these responsibilities. College Leads will be asked to review and offer comments/suggest revisions for all applications submitted prior to IRB Chair/Director or committee review.

Responsibilities:
A. Training
   a. Completes initial and ongoing IRB training in a timely fashion
i. Proficiency in CITI management (or NIH) training

b. Participates in ongoing continuing education related to IRB matters
   i. Expected to be familiar with the Ethical Principles of the Belmont Report and other regulatory documents

c. Contributes to improvement of IRB member training and continuing education through service on monitoring committees, evaluation of programs and suggestion of new ideas or avenues for each

B. Proposal Review
   a. Reviews proposals to determine whether a conflict of interest for self, the investigator, or the institution is present and notifies IRB chair if one is apparent
   b. Reads proposals thoroughly and evaluates them within the context of the federal regulations, ULV policies, and the nature of the research topic and method.
   c. Suggests to Chair or DRSP that a consultant is needed if s/he considers a proposal to be outside the expertise of the IRB
   d. College Lead (only) needs to be prepared to present the proposed study to the full IRB board with a brief summary of protocol and any concerns that should be discussed
   e. Participates in the discussion of whether the proposal provides adequate protection for human research participants. This includes a judgment about whether the application has sufficient scientific merit for the involvement of human subjects
   f. Serves as advocate for community or designated vulnerable population, if appropriate
   g. Votes on applications submitted to the IRB
      i. Approve, on behalf of the University IRB, all IRB protocols submitted under the Exempt and Expedited Categories, and forward approval (the approval action forms with the protocols to the Chair of the IRB
      ii. May suggest minor modification to the protocols to facilitate compliance with IRB standards
      iii. May shift submitted protocols from one review category to another as deemed appropriate by committee
   h. Assists as asked with review of proposals for expedited review.
   i. Protects the confidentiality of all discussions surrounding decisions whether written, electronic or verbal and adheres to protections afforded under Family Educational Rights and Privacy Act (FERPA), as amended

C. Assistance to Faculty and Investigators
   a. Provides information to investigators about the need for IRB review, perspectives, and resources from the Office of Research and Sponsored Programs
   b. Relays information about faculty, Principal Investigator, or the public’s concerns to the Chair of IRB or the DRSP

D. Assurance of IRB Independence
   a. Reports attempts to exert undue influence on self or others to the IRB Chair, DRSP or the Associate Provost

Qualifications
   A. Member of the faculty or professional staff of the ULV or a representative of the community
a. For faculty members, a record of teaching, scholarship, research, or ethical expertise needed to achieve representativeness of the IRB membership and fit of IRB membership to protocols seen

b. For community representatives, a resident of the community who is not affiliated with the university and is not part of the immediate family of an affiliated person, whose primary concerns are in non-scientific areas, who is able to present community perspectives on research, and whose membership may also increase the diversity of the IRB in regard to race, gender, or cultural background

c. Commitment to the advancement of research and the ethical treatment of human research participants

d. Ability to work collaboratively with other board members and research office personnel

e. Proficiency in CITI management software

B. Attendance and Evaluation

a. Attends IRB meetings on a regular basis

b. Completes annual self-evaluation of performance, including identification and description of IRB-related self-development

c. Completes evaluation form for IRB when asked

d. (Faculty and staff members): Files updated copy of CV/resume with DRSP annually

IRB Analyst Position Description

The Analyst position takes minutes in IRB meetings, oversees undergraduate and graduate students involved with the IRB processes, and works collaboratively with other IRB members, Chair, Past Chair, Chair Elect, and the DRSP on tasks related to maintaining and promoting an ethical research climate at the University. Website maintenance and processes related to CITI management software are at the core of the duties assigned to the Analyst.

Responsibilities:

A. Training

a. Completes initial and ongoing IRB training in a timely fashion as specified by the DRSP and/or Associate Provost
   i. Proficiency in CITI management (or NIH) training

b. Participates in ongoing continuing education related to IRB matters
   i. Expected to be familiar with the Ethical Principles of the Belmont Report and other regulatory documents

c. Contributes to improvement of IRB member training and continuing education through service on monitoring committees, evaluation of programs and suggestion of new ideas or avenues for each

B. Proposal Review

a. Reviews proposals to determine if exempt, expedited, or standard review (in consultation with the Chair or Chair Elect of the IRB) and decide whether a conflict of interest for self, the investigator, or the institution is present and notifies IRB chair if one is apparent

b. Reads Exempt proposals thoroughly and evaluates them within the context of the federal regulations, ULV policies, and the nature of the research topic and method

C. Attendance and Evaluation
a. Attends IRB meetings on a regular basis
b. Completes annual self-evaluation of performance, including identification and description of IRB-related self-development
c. Completes evaluation form for IRB when asked.

D. Assistance to Faculty and Investigators
   a. Provides information to investigators about the need for IRB review, perspectives, and resources from the Office of Research and Sponsored Programs
   b. Relays information about students, faculty, Principal Investigators, or the public’s concerns to the Chair of IRB or the DRSP

**Liability Coverage for IRB members**

ULV will indemnify and defend University faculty and staff performing within the course and scope of their employment with regard to IRB responsibilities. This coverage extends to those under the supervision of faculty and staff (i.e., students) and volunteers (i.e., unaffiliated IRB members) for the University.

California Statute (Government Code) 995. Except as otherwise provided in Sections 995.2 and 995.4, upon request of an employee or former employee, a public entity shall provide for the defense of any civil action or proceeding brought against him, in his official or individual capacity or both, on account of an act or omission in the scope of his employment as an employee of the public entity.

**Faculty Advisor/Mentor(s)/Investigator(s), Research Coordinator(s)/Staff who oversee student research**

This role is for those individuals who oversee undergraduate or graduate research (whether for a class or faculty driven scholarship) involving human subjects at ULV.

   a. Maintain CITI and/or other appropriate training for mentorship related to the protection of human research
   b. Review and approve the IRB application/documentation with the student proposing the research in compliance with ULV and departmental policies
   c. Assure the student(s) (all involved in protocol process) have completed CITI training
   d. Maintain knowledge of the direction and status/completion of the students project
   e. Assure the student will comply with all ULV policies and procedures related to the protection of human subjects research and departmental protocol procedures
   f. Assure the student will promptly file for revision, amendment, annual continuing review, or completion of the supervised protocol
   g. Assure you as the Advisor/Mentor and/or the student will promptly report any significant or untoward adverse events to the IRB
   h. If at any time the Faculty Advisor/Mentor(s)/Investigator(s), Research Coordinator(s)/Staff who oversee student research is unable to proceed in that position, an alternate Faculty Advisor/Mentor(s)/Investigator(s), Research Coordinator(s)/Staff will be appointed for the remainder of the study and all appropriate information is provided to the IRB for the alternate person.