1 PURPOSE
1.1 This SOP establishes the process to remove an IRB member.
1.2 The process begins when an IRB member resigns or is removed from one or more IRBs. This procedure applies if an individual is a member of more than one IRB and is being removed from some but not all IRBs.
1.3 The process ends when the IRB registration is updated.

2 REVISIONS FROM PREVIOUS VERSION
2.1 Revised from the 5/30/2017 version.

3 SOP Statement
3.1 The Institutional Official or designee may remove IRB members, alternate members, IRB chairs, and if used, other officers (e.g., vice chairs) with consultation from the HRPP director and IRB chair(s).
3.2 IRB rosters are maintained using the IRB Roster Sheet

4 RESPONSIBILITIES
4.1 HRPP staff members carry out these procedures.

5 PROCEDURE
5.1 Remove the individual from IRB Roster Sheet.
5.2 Use HRP-304 - WORKSHEET - IRB Composition to ensure that the IRB is appropriately constituted.
   5.2.1 Revise membership as needed.
5.3 Notify the IRB member.
5.4 Update the registration of all affected IRBs within 90 days¹.
5.5 File:
   5.5.1 IRB Roster Sheet
   5.5.2 Send correspondence notifying IRB member.
5.6 Remove individual’s IRB Committee Reviewer role in the system.
   5.6.1 If applicable, remove the Expedited Reviewer role in the system, also.

6 MATERIALS
6.1 IRB Roster Sheet
6.2 HRP-304 - WORKSHEET - IRB Composition

7 REFERENCES
7.1 45 CFR §46.107, 45 CFR §46.103, 45 CFR §46.115(a)(5)
7.2 21 CFR §56.107, 21 CFR §56.115(a)(5)
7.3 AAHRPP II.1.A, II.1.c