



**WORKSHEET: Quorum and Expertise**

NUMBER

DATE

PAGE

HRP-305

5/1/2022

1 of 2

The purpose of this worksheet is to provide support for staff who monitor attendance at convened IRB meetings. This worksheet evaluates whether the members present at the meeting comprise a quorum. IRB staff are to consult this worksheet in preparation of meetings and when monitoring attendance at convened meetings. This worksheet is to be used. It does not need to be completed or retained.

**1 Quorum Requirements** (Check if “Yes” or “N/A”. All must be checked)

- Greater than half of the IRB members (*will be/are*) present.
- At least one member whose primary concerns are in scientific areas (*will be/is*) present.
- At least one member whose primary concerns are in non-scientific areas (*will be/is*) present.
- At least one unaffiliated member (*will be/is*) present for at least 75% of convened IRB meetings..
- At least one member who represents the general perspective of subjects (*will be/is*) present.
- If both an alternate IRB member and the regular IRB member for whom the alternate IRB member (*will be/is*) substituting (*will be/are*) present, only one (*will be/is*) voting and only one (*will be/is*) counting towards quorum. (“N/A” if both an alternate IRB member and the regular IRB member for whom the alternate IRB member (*will be/is*) substituting (*will NOT be/are NOT*) present) N/A:
- In order for a DOE IRB to vote on a new or amended protocol that requires full board review, there must be a minimum of five members present, including a scientist, a nonscientist, and an unaffiliated member. For classified research, the unaffiliated member must be a nongovernmental member with the appropriate security clearance. This individual cannot be a current Federal employee or a DOE site contractor. (“N/A” if DOE regulations do not apply) N/A:

**2 Expertise Requirements** (Check if “Yes” or “N/A”. All must be checked)

- At least one member or consultant with scientific or scholarly expertise in the area of research (*will be/is/was*) involved in the review.
- At least one member or consultant with knowledge of the local context (*will be/is*) involved in the review.
- At least one member or consultant able to ascertain the acceptability of proposed research in terms of institutional commitments (including policies and resources) and regulations, applicable law, and standards of professional conduct and practice.
- When the research involves Prisoners as subjects: An IRB member who is a Prisoner or a Prisoner representative with appropriate background and experience to serve in that capacity (*will be/is*) involved in the review as a voting member. The Prisoner representative may attend the meeting by phone, video-conference, or Webinar, as long as the representative is able to participate in the meeting as if they were present in person. (“N/A” if no Prisoners.) N/A:
- When the research involves a drug or device: An IRB member who is a licensed physician (*will be/is*) involved in the review. (“N/A” if no **drugs or devices**.) N/A:
- When the research involves populations vulnerable to coercion or undue influence: An IRB member or consultant who is knowledgeable about or experienced in working with such subjects (*will be/is*) involved in the review. (“N/A” if no **populations vulnerable to coercion or undue influence**.) N/A:
- When the research involves other specific expertise: An IRB member or consultant who has that expertise (professional competence) (*will be/is*) involved in the review. (“N/A” if no **specific expertise needed**.) N/A:
- For international research the IRB has knowledge of local laws and the cultural context of the country where research is going to be conducted Including: (Can be through consultation with a local IRB, government agency, or other qualified consultant.) (“N/A” if not **international research**.) N/A: 
  - Appropriate expertise and knowledge of the country(ies) either through IRB members or consultants.
  - Knowledge of cultural context.
  - Application of the same processes for initial review, continuing review, and review of modifications to previously approved research; post-approval monitoring; handling of complaints, non-compliance, and unanticipated problems involving risk to subjects or others; and consent process and document and other language issues as applied to domestic research.
  - Coordination and communication with local IRBs or ECs when appropriate.
- For community-based participatory research the IRB has done one of the following: (“N/A” if not **community-based participatory research**.) N/A: 
  - Educated IRB members on community-based participatory research.
  - Included IRB members with expertise in community-based participatory research
  - Obtained consultation with expertise in community-based participatory research

**Note: If quorum is lost during a meeting refer to:**  
 HRP-040 - SOP - IRB Meeting Preparation  
 HRP-041 - SOP - IRB Meeting Conduct

[mailto:](#)

**WORKSHEET: Quorum and Expertise**

NUMBER

DATE

PAGE

HRP-305

5/1/2022

2 of 2

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<sup>i</sup> 45 CFR §46.107(a): “If an IRB regularly reviews research that involves a category of subjects that is vulnerable to coercion or undue influence, such as children, prisoners, individuals with impaired decision-making capacity, or economically or educationally disadvantaged persons, consideration shall be given to the inclusion of one or more individuals who are knowledgeable about and experienced in working with these categories of subjects.”