

SOP Number: SOP CW AHC 221	SOP Name: IRB Roster
Location: *Company-Wide Policies	Responsible Department: Research Services
Executive Owner: Executive Director of Research Services	Original Creation Date: 01/18/2022
Effective Date: 04/04/2022	Review Date: 04/04/2022

- I. **SCOPE:** This standard operating procedure (SOP) applies to all HRPP Personnel responsible for maintaining Institutional Review Board (IRB) rosters.
- II. **PURPOSE:** This SOP describes the information recorded in IRB rosters.
- III. **QUALIFIED PERSONNEL:** HRPP Personnel are responsible for carrying out these procedures.
- IV. **TRAINING:** Not applicable
- V. **SUPPLIES & EQUIPMENT:** Not applicable
- VI. **PROCESS/PROCEDURE:**
 - A. Note the following on the IRB roster:
 1. The IRB registration number
 2. The IRB registration name
 3. Any restrictions on the IRB’s scope
 4. Effective date of the IRB roster
 5. If the roster is inactive, the end effective date of the IRB roster
 6. If the IRB was deactivated, a note to that effect
 - B. For each IRB member record:
 1. Name
 2. Earned degrees
 3. Gender
 4. Scientific status
 - a) Whether the IRB member has primary interests in scientific or non-scientific areas: S (Scientific) or NS (Non-scientific)
 5. Representative capacity
 - a) Populations about whom the IRB member is knowledgeable or experienced. (e.g., Children, Prisoners)
 - b) If the member represents the general perspective of subjects, note this.
 6. Indications of experience: Brief description of the IRB member's chief anticipated contributions to IRB deliberations, such as profession, certifications, licensure, IRB experience, research experience, or life experience

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7. Relationship to AdventHealth: describe any relationship between the IRB member and AdventHealth
8. Affiliation status:
 - a) Whether the IRB member or an Immediate Family member of the IRB member has a relationship with the AdventHealth: A (Affiliated) or NA (Non-affiliated)
 - b) Note that an IRB member may have no relationship to AdventHealth, but the IRB member may be affiliated because an Immediate Family member may have a relationship with AdventHealth.
9. Office: Whether the IRB member is an IRB Executive Chair, IRB vice-chair, or other appointed office
10. Membership status: Whether the IRB member is a regular member or an alternate member
11. Alternates: If the member is an alternate member, the class of IRB members for whom the member can alternate
12. Designated Reviewer: Whether the member is a Designated Reviewer

VII. DEFINITION(S): For capitalized terms not defined in this policy, refer to CW AHC 107 Definitions in Human Research.

VIII. EXCEPTION(S): See CW AHC 101 Research Oversight

IX. REFERENCE(S):

Electronic Code of Federal Regulation (*e-CFR™*). (June 10, 2015). 21 CFR; §56.115(a)(5), 56.107(d): IRB Records. Retrieved from: [Click here](#).

Electronic Code of Federal Regulation (*e-CFR™*). (June 10, 2015). 45 CFR, §46.107(a)(2), 46.107(d): IRB Records. Retrieved from: [Click here](#).

X. RELATED DOCUMENT(S) / ATTACHMENT(S):

- CW AHC 107 Definitions in Human Research
- CW AHC 101 Research Oversight
- CW AHC 108 Human Research Protection Program