

SOP Number: SOP CW AHC 223	SOP Name: IRB Deactivation
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 the Organization Official or designee.
- II. **PURPOSE:** This procedure establishes the process to deactivate an IRB. This procedure begins when the Organization Official has decided to deactivate an existing IRB. This procedure ends when the IRB has been removed.
- III. **QUALIFIED PERSONNEL:** A designee of the Organization Official carries out these procedures under the authority of the Organization Official.
- IV. **TRAINING:** Not applicable
- V. **SUPPLIES & EQUIPMENT:** Not applicable
- VI. **PROCESS/PROCEDURE:**
 - A. Ensure that no active protocols are under review by the IRB to be deactivated.
 - B. For external IRBs:
 1. If an IRB Authorization Agreement is in place, follow the terms of that agreement.
 2. Update the roster of IRBs.
 - C. For internal IRBs:
 1. Notify each IRB member. For each IRB member who will no longer serve as an IRB member prepare and send a thank you letter signed by the Organization Official.
 2. Update the IRB roster to indicate the IRB is deactivated.
 3. Unregister the IRB with OHRP at <http://ohrp.cit.nih.gov/efile/> within 30 days.
- VII. **DEFINITION(S):** For capitalized terms not defined in this policy, refer to CW AHC 107 Definitions in Human Research.

 For capitalized designations not defined in this policy, refer to CW AHC 103 Designations in Research.

 For abbreviations not defined in this policy, refer to CW AHC 102 Abbreviations in Research.
- VIII. **EXCEPTION(S):** See CW AHC 101 Research Oversight

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IX. REFERENCE(S):

21 CFR §56.106 and §56.107

45 CFR §46.107 and 45 CFR §46 Subpart E

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

- CW AHC 107 Definitions in Human Research
- CW AHC 103 Designations in Research
- CW AHC 102 Abbreviations in Research
- CW AHC 101 Research Oversight
- CW AHC 108 Human Research Protection Program