

IRB Member Roles and Responsibilities

Composition

IRB members are selected based on appropriate diversity, including consideration of race, gender, cultural backgrounds, specific community concerns, in addition to representation by multiple, diverse professions, knowledge and experience with vulnerable subjects, and inclusion of both scientific and non-scientific members. Every effort has been made to have member representation that has an understanding of the areas of specialty that encompass most of the human subjects research performed at CUNY. On an annual basis, the Vice Chancellor for Research and the University Director for Research Compliance will review the membership and composition of the IRB to determine if they continue to meet regulatory and institutional requirements.

Duties

IRB Chairs and Vice Chairs

- Direct IRB meeting proceedings and discussions to ensure that each submission is reviewed in accordance with the Belmont Report, all applicable regulations and CUNY policies
 - Keep discussions during IRB meetings focused on topic and IRB issues
 - Lead an efficient and effective meeting
- Become familiar with the members on their panel and each member's expertise
- Seek subject-matter consultations when needed
- Represent the CUNY UI-IRBs in discussions with researchers, administration, the government and other external parties as needed
- Review and approve IRB correspondence to be issued to the researchers within 2-3 business days
- Attend all meetings for which they are scheduled; inform the IRB Administrator of all expected absences as early as possible in order to provide sufficient time for a replacement and to ensure quorum
- Review all materials related to each item on the agenda in order to participate fully in the discussion and review of each proposed protocol
- Treat the research protocols and supporting data confidentially
- Review and submit review determinations for all expedited review protocols assigned to them within 3-5 business days of receipt

Primary and Alternate Members

- Attend all meetings for which they are scheduled; inform the IRB Administrator of all expected absences as early as possible in order to provide sufficient time for a replacement and to ensure quorum
- Review all materials related to each item on the agenda in order to participate fully in the discussion and review of each proposed protocol
- Treat the research protocols and supporting data confidentially

Expedited Reviewers

- Review and submit review determinations for each expedited submission assigned to them within 3-5 business days of receipt
- Treat the research protocols and supporting data confidentially

Training and Education

CUNY is committed to providing initial and continuous training and education for IRB members throughout their service on the IRB. This is to ensure that oversight of human subject's research is ethically grounded and the decisions made by the IRB are consistent with current regulatory and policy requirements.

- Members must attend an initial orientation session held by the Office of the Vice Chancellor for Research's research compliance staff prior to serving as a reviewer.
- Members must complete the HSR for IRB Members' module of the on-line training in the protection of human subjects within 30 days of their appointment. CUNY subscribes to CITI training for this purpose. Instructions on completing this training are available at <http://www.cuny.edu/research/compliance/training-education/citi-training.html>
- Members will be asked to attend additional training, such as workshops, lectures and conferences as directed by the University Director for Research Compliance.

Conflict of Interest

No IRB member may participate in the review (initial, continuing or modification) of any research project in which the member has a conflict of interest (COI), except to provide information as requested. It is the responsibility of each IRB voting member to disclose any COI in a study submitted for review and recuse him/herself from the deliberations and voting by leaving the room. COI may include, but is not limited to: IRB members' or their immediate family members' involvement in the design, conduct and reporting of research, IRB members' or their immediate family members' significant financial interest related to the research, and any other situation where an IRB member believes that a financial COI or a conflict of commitment exists that may affect his or her ability to deliberate objectively on a protocol. The Chair will poll IRB members at each convened meeting to determine if a COI exists regarding any protocol being reviewed at the meeting.

Reporting Allegations of Undue Influence

If an IRB Chair, member or staff person has reason to believe that the IRB has been unduly influenced by any party, they shall make a confidential report to the Institutional Official (IO) via the University Director for Research Compliance. The official receiving the report will conduct a thorough investigation and corrective action will be taken to prevent additional occurrences.