

## **CUNY HRPP Procedures: IRB Membership**

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### **1. Composition of the IRB**

In accordance with federal regulations,<sup>1</sup> each CUNY UI-IRB must be comprised of at least five (5) members. Each IRB must:

- 1.1. Be sufficiently qualified through the experience and expertise of its members, and the diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects;
- 1.2. Be able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice;
- 1.3. When reviewing research that involves a vulnerable category of subjects, such as children, prisoners, individuals with impaired decision-making capacity, or economically or educationally disadvantaged persons, include one or more individuals who are knowledgeable about and experienced in working with these populations;
- 1.4. Include at least one member whose primary concerns are in scientific areas;
- 1.5. Include at least one member whose primary concerns are in nonscientific areas;
- 1.6. Include at least one member who is not otherwise affiliated with CUNY and who is not part of the immediate family of a person who is affiliated with CUNY.

### **2. Consultants**

An IRB may, in its discretion, invite individuals with competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the IRB. Consultants may not vote or count toward quorum.

### **3. Conflict of Interest**

No IRB member may participate in the review of any research project in which the member has a conflict of interest (COI), except to provide information as requested.

- 3.1. A 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.
- 3.2. The Chair will poll IRB members at each convened meeting to determine if a COI exists regarding any protocol being reviewed at the meeting.

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<sup>1</sup> [45 CFR 46.107](#) and [21 CFR 56.107](#)

3.3. 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, determinations and votes.

#### **4. Member Nomination & Selection**

CUNY UI-IRBs include representation from across CUNY colleges and schools. Members are nominated and selected as follows:

4.1. The Office of the Vice Chancellor for Research reviews IRB membership at least annually to ensure that the composition of the CUNY UI-IRBs meets all regulatory and institutional requirements.

4.2. When additional membership is required, the Office of the Vice Chancellor for Research requests nominations from the Chief Academic Officers of CUNY colleges and schools. Specific information related to the types of expertise being sought is provided, and a deadline for nominations is also noted.

4.3. At the end of the nomination period, the Office of the Vice Chancellor for Research discusses membership responsibilities with the individual nominees, obtains their availabilities and confirms their willingness to serve on an UI-IRB.

4.4. Membership appointments are finalized through an appointment letter to the appointed members.

4.5. The Chief Academic Officers may also nominate members from their respective college or school for representation on the CUNY UI-IRBs at other times. Nominations are considered and appointments made based on the nominee's expertise and availability.

#### **5. Chair/Vice Chair Selection**

The University Director for Research Compliance, in consultation with the Vice Chancellor for Research, selects the Chairs and Vice Chairs based on the following criteria:

5.1. Chairs/Vice Chairs must have a minimum of 1-year experience serving on the CUNY UI-IRBs as a primary member on a convened IRB panel.

5.1.1. During their tenure as primary members, the potential Chair/Vice Chair must have demonstrated leadership ability and comprehensive understanding of the requirements for human subject protection.

5.2. IRB Chairs must be tenured faculty members at CUNY.

#### **6. Service Term**

All CUNY UI-IRB members are appointed for a period of one year, renewable upon agreement between both parties.