

Appendix 6: IRB Membership Responsibilities Form

IRB Member Agreements

Confidentiality – Service on the IRB includes the review of documents that contain personal, confidential and proprietary information. Members of the IRB are responsible for maintaining all committee documents and proceedings in strict confidence. Such information may not be used for any purpose other than the IRB review and may not be disclosed to anyone outside of the IRB unless permission is granted in writing from the IRB Chair.

Effective Participation and Attendance –

1. All members of the IRB are responsible for reviewing submissions within 5 business days of receiving it in Cayuse.
2. Members of the IRB are responsible for attending all convened meetings and staying until business has been completed, whenever possible. When attendance is not possible, IRB members should notify the IRB Chair. Multiple failures to do so could result in a member's removal from the committee.

Conflict of Interest and Disclosure - If at any time an IRB member has any of the following conditions, such member will abstain from discussion and voting:

1. If you or any member of your immediate family (spouse, children, parent, in-laws, and siblings) has a significant financial or management interest in an external entity (e.g., extramural sponsor, other funding, or provider of services or products) related to the work to be conducted through this project or interested in the results of this project
2. Is a primary or co-investigator, faculty sponsor, or other investigator in the project under review, or the spouse or child holds one of these roles; or
3. Perceives any other circumstances that may directly affect the member's objectivity

If any conflict of interest is perceived by the member, it should be brought to the IRB Chair's attention immediately. If a conflict is present, a member may not participate in any decisions relative to such research proposal. It is the responsibility of the IRB Chair to find a suitable replacement in the case of a full review.

Regulatory Compliance – Members of the IRB are responsible for keeping abreast of and acting in accordance with all applicable federal regulations and policies, state laws, and Fort Lewis College policies that pertain to human subjects. In addition, if any changes to regulations/policies occur and/or training is needed, members are expected to participate in any scheduled informational meetings or training.

Name _____

Date _____

[adopted from Roane State Community College]