

DEPARTMENT: INSTITUTIONAL REVIEW BOARD
POLICY NUMBER: 039
SECTION: IRB MEMBERSHIP
REVIEW RESPONSIBILITY: VICE PRESIDENT FOR RESEARCH
EFFECTIVE DATE: JUNE 1, 2006
REVISION DATE:
LAW IMPLEMENTED: 45 CFR 46.107

SUBJECT: Membership of IRB Committee

1. Each IRB Committee shall include at least one member whose primary interests are in a scientific area, one member whose primary interests are in a non-scientific area, and one member who is not affiliated with Florida State University (i.e. not a family member or spouse or an employee, not an alumnus).
2. Each IRB Committee is required to have a minimum of five members each, with varying backgrounds and expertise to provide complete and thorough review of research activities commonly conducted by the Institution (Florida State University).
3. Formally appointed alternates may vote in place of a missing regularly appointed member. Each alternate member must have qualifications similar to the member he/she replaces. The Vice President for Research formally appoints alternates for two year renewable terms. Alternate members will be notified and provided with all materials in advance of a meeting they will attend in place of the regular member, and will have full voting status at the time of the meeting. The minutes must document when an alternate member replaces the appointed member.
4. The IRB Committee membership must be sufficiently qualified through 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, and able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice. The composition of membership must be adequate in light of the anticipated scope of FSU's research activities, the types of subject populations likely to be involved, and the size and complexity of FSU.
5. IRB members are formally appointed to a two year renewable term by the Vice President for Research at Florida State University. When the IRB and/or the Vice President for Research determine that a new member is necessary for the functioning of the IRB, the current membership shall suggest possible candidates for consideration by the Vice President for Research. The IRB Chair and the Associate Vice President for Research shall review the qualifications of the

candidate and make a recommendation for appointment to the Vice President for Research.

6. FSU must assure that the IRB is able to function in an independent and credible manner. Only tenured faculty may be appointed to serve as faculty IRB members, unless specifically authorized by the Vice President of Research.
7. IRB Chair is appointed to an open ended term by the Vice President for Research, votes as an active member of the Board, and should possess the following qualifications:
 - a) The individual should have experience on the IRB and be a member in good standing.
 - b) The individual should have a good understanding of the Code of Federal Regulations as they apply to the protection of human subjects in research and the policies and procedures of the IRB.
 - c) The individual should have enough time at his/her disposal to perform the duties and responsibilities of the Chair.
8. IRB members are expected to attend the majority of meetings and notify the IRB Office or Chair of any absence. If an IRB member fails to attend a minimum of 50% of the IRB meetings, that member can be removed from active membership. No voting by proxy is permitted.
9. IRB members may be monetarily compensated by FSU for their time and efforts, as determined by the Office of Research.
10. The IRB shall not have a member participating in initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.
11. To remove a member from the IRB, there must be just cause shown of that member's inability or unfitness to serve on the Board. Just cause for removal may be lack of minimum attendance, lack of participation at meeting as judged by the IRB Chair, misconduct, or unresolved conflict of interest.
12. The Vice President for Research is authorized to remove an IRB Chair for cause only.
13. An IRB Committee considering a protocol involving children as subjects should assess its needs for pediatric expertise among the IRB voting membership to assure that it possesses the professional competence necessary to review the specific research activities and consider inclusion of one or more individuals who are knowledgeable and experienced in working with children. To fulfill this requirement, the IRB may invite nonvoting individuals to assist in the review of