

Florida State University Human Subjects Committee

Standard Operational Procedure (SOP) 7-IRB-40

Title: Funding Allocated to IRB Members

Responsible Executive: Gary K. Ostrander

Approving Official: Gary K. Ostrander

Effective Date: Committee Members appointed on or after January 1, 2019

Revision History: New June 1, 2006
Revised July 17, 2007, June 19, 2014, July 19, 2018

1 INTRODUCTION

The purpose of this SOP is to outline eligibility for funding allocations given to IRB members. Eligibility and subsequent procedures are determined and outlined by the criteria below, and may be modified at the discretion of the Vice President for Research at Florida State University. This SOP originates from and is managed at the discretion of the Office of The Vice President for Research, and as such is not subject to the requirements of **SOP HRP-071** (Standard Operating Procedures).

In order to ensure compliance with 45 CFR 46.107, the IRB consists of a diverse membership with varying backgrounds sufficiently qualified to review human subjects research conducted at Florida State University (FSU) and/or research conducted at other sites by faculty, staff and/or students (“agents”) of FSU. Members may be from a variety of professional areas, including teaching faculty, non-teaching faculty, staff as well as consultants (as needed and as per IRB SOP’s) and community volunteers. The Office of Research has designated the following procedures to determine eligibility for funding as outlined below.

2 PROCEDURES

FSU has committed by an assurance to provide adequate resources and support for the Institutional Review Board in the discharge of its responsibilities for protecting the rights and welfare of human subjects. The Office of Research shall provide funding to IRB Committee members for their service on the IRB as described in the following described manner:

2.1 Teaching and Research Faculty

For each Florida State University teaching and/or research faculty member appointed to serve on the IRB, the Office of Research shall provide a \$1,000 Research & Creative Activity grant. These grants will be awarded at the beginning of the fiscal year for continuing IRB members or

at the time of appointment for new members. New members appointed prior to January 1 of each year shall receive the full \$1,000 grant amount; and those members appointed after January 1 of each year shall receive a prorated amount of the \$1,000 grant as determined by the Office of the Vice President of Research. The grant will be administered through the Office of the Vice President for Research, and procedures for access and use of these funds will be disseminated to Committee members. Funds may be carried forward from each fiscal year up to the maximum available balance of \$2,000.

The funds for this grant will be derived from Sponsored Research and Development Trust Fund (SRAD) revenues and are intended to support scholarly activity, broadly defined as follows:

- a) Expenses tied to specific research and creative activities which include items such as supplies, travel to meetings or research venues, professional society memberships, books, journals, items of equipment supporting scholarly activity and student stipends; or
- b) If the IRB member has sufficient funds available from this award, he/she may, with the approval of his/her Supervisor (Dean, Chair or Director), have his/her department identify an adjunct or graduate student to teach one (1) of his/her courses during the regular academic year. If approved, the department will make the appointment and the OVPR will transfer available funds not to exceed \$1,000 from the member's account to the department for the cost of the appointment. Note that this does not constitute a course "buy-out" in the traditional sense.

2.2 Florida State University Staff

For each Florida State University staff member appointed to serve as an IRB member, the Office of Research shall provide a \$1,000 Professional Development grant, which can be used towards professional development costs such as travel to conferences or professional meetings, professional society memberships, books, journals or other professional resources.

2.3 Chair and Vice-Chair of the IRB

The Chair and/or Vice Chair of the IRB will receive funding via a Research & Creativity Grant or Professional Development Grant respective of their appointment at FSU and negotiated on a case by case basis.

2.4 Staff members employed by the Office of Human Subjects

Members employed by the Office of Human Subjects serve on the IRB as per the requirements of their position descriptions, and are thus not eligible for payment.

2.5 Community Member Volunteers and Consultants

Community or other consulting members appointed to the IRB are volunteers as described by Florida Statutes Chapter 110.501-05 and 768.28, and Florida State University Policy 4-OP-C-7-J4. Monetary compensation for volunteer service shall be provided in the following manner:

- a) The Office of Research shall pay to consulting members a nominal fee which will be determined on a case by case basis by the Vice President for Research, as well as reimbursement for meals, lodging or transportation, at University rates.

- b) The Office of Research shall pay to community members a nominal fee in the amount of \$1,000 per year. Those members appointed after January 1 of each year shall receive a prorated amount of the \$1,000 grant as determined by the Office of the Vice President of Research
- c) The payments to the appointed community or consulting members of the IRB shall be made annually by the Office of Human Subjects.
- d) In the event that the community or consulting member serving on the IRB shall no longer be able to serve, for whatever reason, the Office of Research will be notified so that a determination can be made with respect to payment.
- e) Each community or consulting member serving on the IRB shall sign a Record of Volunteer Service and a Memorandum which will reflect this SOP, and the payment provisions described herein.

JUSTIFICATION FOR THIS SOP

45 CFR 46.107

Florida Statutes Chapter 110.501-05 and 768.28

Florida State University Policy 4-OP-C-7-J4