

SOP: Funding Allocated to IRB Members			
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1 PURPOSE

1.1 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.

2 REVISIONS FROM PREVIOUS VERSION

2.1 June 1, 2006, July 17, 2007, June 19, 2014, July 19, 2018, October 8, 2019

3 POLICY

3.1 This SOP implements FSU Policy 7A-35 (Policy on ACUC and IRB Committee Member Appointment, Terms of Service, and Compensation), and describes related procedures.

4 RESPONSIBILITIES

4.1 The VPR or designee and IRB staff oversee these procedures.

5 PROCEDURE

5.1 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 members for their service on the IRB as described in the following manner:

5.1.1 Teaching and Research Faculty

5.1.1.1 IRB members will receive an annual non-salary funding allocation in the amount of \$2,500 for committee service, to be used as follows:

5.1.1.1.1 To support their research and creative activities, such as supplies, travel, research venues, journals, equipment and student support.

5.1.1.1.2 In addition, if the IRB member has sufficient funds available from their allocation they may, with the approval of their Dean and Chair/Director and in accordance with the relevant College and Departmental policies, have their department identify an adjunct or graduate student to teach one or more of their courses during the academic year; funds for this purpose, not to exceed the current available balance from the member's account, will be transferred from OVPR to the department for the cost of the teaching appointment.

5.1.2 Florida State University Staff: To support their professional development, such as travel to a conference or meeting, professional society memberships, books, journals or other professional resources.

5.1.3 Chair and Vice-Chair of the IRB

5.1.3.1 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.

5.1.4 Staff members employed by the Office for Human Subjects Protection (OHSP)

5.1.4.1 Committee members employed by Office of Human Subjects Protection (OHSP), Environmental Health & Safety (EH&S) and Research Legal serve on the committee as part of a requirement of their position descriptions, and thus are not eligible for an allocation.

5.1.5 Community Member Volunteers and Consultants

5.1.5.1 Community or other consulting members appointed to the IRB are volunteers as described by Florida Statutes Chapter 110.501 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:

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- 5.1.5.1.1 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.
- 5.1.5.1.2 The Office of Research shall pay to community members a nominal fee in the amount of \$2,500 per year. Those members appointed after January 1 of each year shall receive a prorated amount of the \$2,500 as determined by the OVPR.
- 5.1.5.1.3 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.
- 5.1.5.1.4 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.

5.2 Funds will be distributed at the beginning of each fiscal year for continuing members or at the time of appointment for new members. New members appointed by January 1 of each year shall receive the full allocation; and those members appointed after January 1 of each year shall receive a prorated amount. The funds will be administered through the OVPR. Funds may be carried forward each fiscal year up to the maximum available balance of \$10,000. Subsequent allocations will be prorated or withheld based on the carry forward balance at fiscal year-end. Unused funds may be retained for the duration of member's employment at FSU, even after their term of service is completed.

6 MATERIALS

6.1 N/A

7 REFERENCES

- 7.1 45 CFR §46.107
- 7.2 Florida Statutes Chapter 110.501-05 and 768.28
- 7.3 Florida State University Policy 4-OP-C-7-J4
- 7.4 Florida State University Policy 7A-35